

CALVIN NELMS CHARTER SCHOOLS

20625 Clay Road

Katy, Tx 77449

Phone: 281-398-8031

EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application _____ Social Security number _____			
	Name _____ Last First Middle initial			
	Current address _____ Street/Box City State ZIP Code			
	Email _____ Home phone _____			
	Other name that may appear on records _____ (Used for certification, reference, and criminal history record checks)			
Position Data	List the position(s) you are applying for _____			
	Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____ Have you been employed by Calvin Nelms Charter Schools in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____			
Education / Training	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated

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Certification	<p>Certificate or License Currently Held:</p> <p> <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State (Which state: _____) <input type="checkbox"/> Texas Emergency <input type="checkbox"/> Texas One-Year: Expires _____ <input type="checkbox"/> Texas Temporary Administrative: Expires _____ </p> <p>Level(s) of Certification: _____</p> <p>Areas of Specialization/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																							
Teaching Experience	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name and location of school</th><th style="width: 25%;">Type of assignment</th><th style="width: 25%;">Dates taught</th><th style="width: 25%;">Reason for leaving</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name and location of school	Type of assignment	Dates taught	Reason for leaving																
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Other Work Experience	<p>Please provide a list of all other jobs or administrative positions you have held in the past 10 years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">School district/firm name</th><th style="width: 25%;">Position/title</th><th style="width: 25%;">Dates employed</th><th style="width: 25%;">Reason for leaving</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				School district/firm name	Position/title	Dates employed	Reason for leaving																
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Professional Data	<p>Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.</p> <p>Papers/ articles published _____</p> <p>_____</p> <p>Seminars/workshops _____</p> <p>_____</p> <p>Other related professional activities:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																								
General Information	<p>Do you have a relative who serves on the Calvin Nelms Charter Schools Board of Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the relative's name and relationship _____</p> <p>Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>(A felony conviction is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)</p>																								
References	<p>Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full name of reference</th><th style="width: 20%;">School district/ firm name</th><th style="width: 20%;">Mailing address</th><th style="width: 20%;">Position/ title</th><th style="width: 20%;">Area code, phone number</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Full name of reference	School district/ firm name	Mailing address	Position/ title	Area code, phone number															
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Verification	<p>I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.</p> <p>I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties for liability for any damage that may result from furnishing the same to you.</p> <p>I understand that the district is authorized by Texas Education Code § 22.083 to obtain criminal history record information on applicants the district intends to employ.</p> <div style="text-align: right; margin-top: 20px;"> <div style="display: inline-block; width: 60%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 35%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature Date </div> <p style="margin-top: 20px;">This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for <u>12 months</u>. If you have not received a response during this time period, you may reapply or reactivate your application.</p>
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CRIMINAL HISTORY CHECK

Section 22.083 of the Texas Education Code allows school districts to complete a criminal history check on all applicants. **Calvin Nelms Charter Schools** completes a criminal history check on all applicants. You are requested to complete this form and return it with your application.

Please print or type:

Name: Last		First	Middle	Social Security Number
Date of Birth		Place of Birth		Sex ____ Female ____ Male
Race ____ American Indian ____ Asian ____ Black, non-Hispanic ____ Hispanic ____ White, non-Hispanic				
Drivers License Number & State			List all other last names you have used	

I hereby authorize all persons, schools, organizations, credit bureaus, and law enforcement agencies to supply **Calvin Nelms Charter Schools** any information concerning my background in connection with employment consideration, and I do release them from any liability and responsibility arising from doing so.

A copy of this authorization may be accepted with the same authority as the original.

Signature

Date

Pre-Employment Affidavit for Applicant Offered Employment

For purposes of this affidavit:

Adjudication and conviction refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
 - I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.
 - I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.
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Affidavit of Applicant Offered Employment

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)

Date of Birth

Address (Street, City, State, Zip Code)

County

Executed in _____ County, State of Texas, on the _____ day of _____, _____.
County Date Month Year

(Signature of Declarant)

State of Texas

County of _____

Before me, _____ (insert the name of the notary), on this day personally appeared _____ (insert the name of the applicant), known to me [or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument] and acknowledged to me that he executed the same for the purposes and consideration therein expressed. Given under my hand and seal of office this _____ day of _____, (year).

(Personalized Seal)

Notary Public's Signature

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this pre-employment affidavit.**

*This form will be processed separately and not shared with the hiring manager.

Approved by the Texas Commissioner of Education, October 2017.

Items to bring if you are called for an interview:

- Resume
 - College Transcripts. Copies are ok for now. If hired we will need Official Copies
 - If possible, a copy of your service records from the District that you are currently employed at.
 - A copy of your SBEC certification, if applicable.
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