



Grape Creek I.S.D.

SUPPORT STAFF APPLICATION

(Please read carefully before completing application)

General

Grape Creek I.S.D. provides application forms to anyone who makes a request, regardless of existing vacancies in the areas of interest or the number of applications already on file. Receiving an application does not mean any vacancies exist or that the requestor is being considered for immediate employment.

Application Form

All information requested in the application form should be completed accurately and in its entirety. Please provide all names, dates and addresses in full. Applications will not be considered until they are complete.

Personal Interviews

The district schedules interviews only in the positions where vacancies exist or where future vacancies are anticipated. Calls will be made to arrange for a personal interview if there is a vacancy in a position for which you are qualified.

Retention of Applications

Applications will be retained on active status for a period of one calendar year.

Application Renewal

If you wish to keep your application on active status beyond one calendar year, send a letter renewing your application or call the administration offices at 658-7823, ext. 1000 to request an extension. If you have new or additional information, please request a new application form. If an application is not renewed, it will be destroyed according to the district's records retention schedule.

Mail or deliver completed applications to:

Grape Creek ISD
8207 U.S. Hwy. 87 North
San Angelo, TX 76901
Ph. 325-658-7823
Fx. 325-658-8719

Grape Creek I.S.D. is an equal opportunity employer. Grape Creek I.S.D. considers applicants for all positions without regard to race, color, national origin, age, religion, gender, marital status, veteran or military status, disability, or any other legally protected status.



GRAPE CREEK I.S.D. SUPPORT STAFF APPLICATION

Please PRINT

Last Name _____ First Name _____ Middle Name _____

Present Address _____ City _____ Zip _____

Phone (_____) _____ Email _____

Rank the positions below in areas of interest with "1" being your biggest area of interest. Leave blank any areas for which you are NOT interested.

___ Custodial ___ Maintenance ___ Transportation ___ Instructional Aide

___ Secretary/Clerk ___ Other (specify) _____

Please note that applications for food service are handled through our contracted services. Please inquire at (325) 655-1735, ext. 2016 for application instructions.

Please indicate the following interests: ___ Full-time ___ Part-time

Have you worked for Grape Creek ISD in the past? _____

If answered yes, please list dates of employment and position: _____

EDUCATION

Check the highest level of education attained:

___ Not a high school graduate (If so, list highest grade completed): _____

___ High School Graduate ___ GED ___ Bachelor's Degree ___ Master's Degree

___ Other training or education _____

Licenses and certifications held _____

Name of School	Location	Dates Attended	Date of Graduation	Degree/Diploma

EMPLOYMENT HISTORY

Employer and Location	Position/Title	Dates Employed	Reason for Leaving

SPECIAL SKILLS

List specific skills (word processing, spreadsheets, electrician, plumber, etc.) and any machines or equipment you can operate.

REFERENCES

Full Name	Business Name	Address	Phone Number

GENERAL INFORMATION

Do you have a relative who serves on the Grape Creek ISD Board of Trustees? _____

GCISD obtains criminal history information on applicants for employment under the authority of Texas Education Code §22.083. You must provide the information requested on the Personnel Information/Criminal History Release form attached to this application; however, that information will be used only for the purpose of obtaining your criminal history record.

Offenses involving moral turpitude include without limitation theft or attempted theft of any kinds, fraud of any kind, sexual offenses of any kind, assault offenses, bribery, perjury, drug or alcohol offenses, offenses involving minors, or any other offense contrary to justice, honesty, modesty, or good morals. The term “conviction” includes a “no contest” or “nolo contendere” plea, a guilty plea, probation, and deferred adjudication.

Conviction of a felony or a crime or moral turpitude is not an automatic bar to employment. The district will consider the nature and date of the offense and the relationship between the offense and the position(s) for which you are applying.

Have you ever been convicted of a felony of any kind or of an offense, felony or misdemeanor involving moral turpitude? Yes____ No____ If yes, explain in full: _____

STATEMENT OF UNDERSTANDING

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.

I authorize the references listed in this application 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 from liability for any damage tht may result from furnishing the same to you.

I understand that the district is authorized by the Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

Applicant Signature _____ Date _____

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 12 months. If you have not received a response during this time period, you may reapply or reactivate your application.

Grape Creek Independent School District
PERSONNEL INFORMATION / CRIMINAL HISTORY RELEASE

This form will be removed from the application and filed separately in the Personnel Office. Please complete all blanks.

Last _____ First _____ Middle _____ Maiden _____

Social Security # _____ Home Ph _____ Mobile Ph _____

Address _____ Zip _____ Male Female

Ethnicity (check one) American Indian Asian Black Hispanic White, Non Hispanic
 Other (specify) _____

Date of Birth _____ Driver's License # _____ DL State _____ Class _____

DL Expiration _____

(Check One) Applicant for Employee Applicant for Substitute Student Teacher
 Volunteer Other (please specify) _____

School where volunteering _____

Highest degree held _____ Teacher Certified? Yes No State _____

Read and sign below:

I hereby give the Grape Creek Independent School District written permission by and through this release form to obtain from any law enforcement or criminal justice agency all criminal history record information that relates to me. (as per Texas Education Code §22.083).

It is understood that the information shall be treated confidentially and used only to evaluate my application to work in the Grape Creek Independent School District. As an application herein, I shall hold GCISD and all other agencies harmless from the use of said information and waive any right I may have to the secured information.

I understand that the original of this release approval will be maintained within the District's files.

Applicant Signature _____ Date _____

Notes Regarding Background Check and Fingerprinting Fees

Grape Creek ISD assumes the cost of all required Criminal Background Check and Fingerprinting fees at the time employment is extended. If an employee leaves the district within one calendar year of hire, these fees will be recovered from final payroll disbursements.

I acknowledge understanding of this policy.

Applicant's Signature _____ Date _____

GRAPE CREEK ISD

(Applicant Declarant) Pre-Employment Affidavit for Applicant

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:_____.

Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.

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

(Signature of Declarant)

*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 unsworn declaration.**

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

Approved by the Texas Commissioner of Education, October 2017