

Office Use ONLY
Date of CH: _____
<input type="checkbox"/> Appv'd <input type="checkbox"/> Not Appv'd
HQ Status <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Degree Transcripts Attached
<input type="checkbox"/> College Hrs Earned _____
<input type="checkbox"/> TOPS Cert. Attached

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES
608 COLLEGE STREET
PORTLAND, TX 78374
(361) 777-1091, Ext. 1016

AREA(S) OF INTEREST
<input type="checkbox"/> Clerk/Secretary*
<input type="checkbox"/> Classroom Aide*
<i>*Minimum HS Diploma or Associate's Degree Required</i>

PARAPROFESSIONAL APPLICATION

PLEASE PRINT

Date: _____ Social Security #: _____ Date you can begin work: _____

Full Name: _____ Home Phone: _____

Mailing Address: _____ Cell Phone: _____
 Street Address or P.O. Box City Zip

Have you been fingerprinted for any school district in Texas since January 1, 2008? Yes No

Have you been employed by G-PISD in the past? Yes No If yes, list dates of employment: _____

Are you related to anyone employed at G-PISD or to a current school board member? Yes No
 If yes, list name and relationship to you: _____

Have you ever been terminated, asked to resign or failed to be re-employed? Yes No

Are you receiving Texas Teacher Retirement (TRS) benefits? Yes No

COMPUTER KNOWLEDGE:
<input type="checkbox"/> <u>Microsoft Word</u> <input type="checkbox"/> <u>Microsoft Excel</u> <input type="checkbox"/> <u>Microsoft Access</u> <input type="checkbox"/> <u>Microsoft Outlook</u> <input type="checkbox"/> <u>Microsoft Power Point</u>
Approximate words per minute you can type: _____ Other computer programs you are proficient in: _____

SPECIAL SKILLS: List specific skills and/or any machines or equipment you can operate. Include number of years of experience for each.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

In addition to English, what language do you read and speak? _____

WORK HISTORY: Please provide a list of all jobs you have held in the past 10 years with the most recent listed first.
 May we contact your present employer? Yes No

Employer, Address, and Phone	Kind of Work	Dates Employed	Reason for Leaving

REFERENCES (Must include more recent immediate supervisor. Include others involved in your evaluation.):

Full Name of Reference	School District or Company Name	Position/Title	Mailing Address	Area Code/ Phone Number

EDUCATION (Minimum High School Diploma or Associate's Degree required to apply.)

	Name/Location of School	Course of Study Major/Minor	Diploma/Degree/Certificate/License Earned	Year Graduated (College Only)
High School				
*College				
Other				

*Please include a copy of your college transcript(s).

Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? Yes No

If yes, please state where, when, and the nature of the offense _____

(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.)

REFERENCE AUTHORIZATION: I authorize the references listed above 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 that may result from furnishing the same to you.

VERIFICATION: *In accordance with Texas Legislation, I authorize the G-PISD to obtain any record of criminal history with the understanding that such information will be held in confidence and used solely for the purpose of evaluating my application. I hereby affirm that all the information provided in this application is true and accurate to the best of my knowledge, and I understand that any deliberate falsifications, misrepresentations, or omissions of my fact may be grounds for rejection of my application or dismissal from subsequent employment.*

Signature

Date

This application becomes the property of G-PISD. G-PISD 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.

It is the policy of Gregory-Portland ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Gregory-Portland ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures contact:

Es norma de distrito escolar de Gregory-Portland no discriminar por motivos de raza, color, origen nacional, sexo, impedimento, o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. El distrito escolar de Gregory-Portland tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimientos para quejas, comuníquese con:

Title IX Coordinator: Assistant Superintendent, 608 College Street, Portland, TX 78374 (361) 777-1091
Section 504 Coordinator: Special Programs Director, 608 College Street, Portland, TX 78374 (361) 777-1091

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Criminal History Record Addendum to Application

Confidential*

The Gregory-Portland Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. This information requested below is necessary to obtain criminal history record information.

Please print:

Name _____
Last First Middle

Social Security Number _____ Date of Birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Sex: Male Female Ethnicity: Black White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.

Signature

Date

* This form will be removed from the application and filed separately in the HR office.