



Gregory-Portland Independent School District

Paul Clore, Ph.D.
Superintendent

Darla Czerwinski
Assistant Superintendent

Larry Bonner
Business Manager

Dear Applicant,

Thank you for your interest in the Gregory-Portland Independent School District. Enclosed you will find an application for employment. IN ORDER TO PROCESS YOUR APPLICATION, WE ASK THAT ALL INFORMATION REQUESTED BE FILLED OUT ACCURATELY AND COMPLETELY. The following information should be included:

1. Completed Application Form.
2. A photocopy of your college transcript(s).
3. A photocopy of your teaching certificate (if you have one).
4. A signed criminal history record check release form.
5. A resume.

Please return application to:

Gregory-Portland Independent School District
Human Resources Department
608 College St.
Portland, Texas 78374

Reference forms are included for you to provide to your professional references for completion. Please complete the top portion of each of the four (4) *Reference Request Forms* with your name, position applied for, name of person completing the form (i.e, Dear _____), your signature, and the date.

Provide the Reference Request Forms to the references you indicated in the application. These references are an integral part of your application. So that your references may mail these forms directly to us, include a stamped envelope with each request addressed to Gregory-Portland Independent School District.

When a position becomes available, all active files are considered. If an interview is desired, you will be contacted by mail or phone. Your file will remain active for one school year.

Sincerely,

Darla Czerwinski
Assistant Superintendent

Gregory-Portland Independent School District

Professional Application

TO BE COMPLETED BY APPLICANT

Social Security # _____ - ____ - ____
Texas Certification Yes No
No. of years in state accredited schools
as reflected on service records _____
Date available _____

FOR OFFICE USE ONLY

Received _____
Extended _____
Reviewed _____
Screened _____
Interviewed _____
References _____
Date Hired _____
Position _____
Official Transcript _____
I-9 Form _____
W-4 Form _____
Oath of Office _____

Name

Address

Present Position

Position For Which You Are Applying

In the Grades Listed Above

I hereby certify that the information contained herein is true, accurate, and complete to the best of my knowledge. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

Date

Signature of Applicant

Return To:

Gregory-Portland Independent School District
Human Resources Dept.
608 College St.
Portland, Texas 78374
(361) 777-1091, Ext. 1016

We assure equal opportunity for all applicants. All policies regarding employment will be administered without regard to race, color, creed, religion, national origin, age, handicap, sex, or marital status. Applications shall remain active for one year from the date submitted at which time they shall be placed in an inactive file; it must be renewed if further consideration for a position is desired.

Application for Employment

Gregory-Portland Independent School District - 608 College St. - Portland, Texas 78374

Application will remain active for one year from date of application.

PERSONAL DATA

Last Name	First	Middle	Maiden
Present Address (Street/P.O.BOX)	City	State	Zip Code (AC) Phone #
Permanent Address (Street/P.O.BOX)	City	State	Zip Code (AC) Phone #

Social Security No. - -

PLEASE CHECK THE APPROPRIATE CERTIFICATE(S)/LICENSE(S) YOU HOLD

I hold a Texas Teaching Certificate

I hold an out-of-state certificate _____ State(s)

I will complete certification on - - MONTH DAY YEAR

Indicate type of certification you hold:

Elementary Alternative Certification Program (ACP)

Secondary I am not certified

All Level How many years have you taught?

List below teaching fields/endorsements AS THEY APPEAR ON YOUR CERTIFICATE

Other than the certified fields above, list all the subject areas with 12 or more credit hours on transcript:

Subject	Hrs.	Subject	Hrs.	Subject	Hrs.
Subject	Hrs.	Subject	Hrs.	Subject	Hrs.

Elementary Grade Level Preference(s): _____

Coach Sport(s) _____

Sponsor Club(s) _____

Colleges/Universities Attended	Dates Attended From: To:	Graduation Date	Degree	Major Subject

TEACHING AND OTHER EMPLOYMENT EXPERIENCE

(Do not include student or substitute teaching)

EMPLOYER/SCHOOL DISTRICT AND ADDRESS	POSITION OR GRADE/SUBJ.	YEARS WORKED FROM: TO:	TOTAL YEARS	REASONS FOR LEAVING

STUDENT TEACHING

School District _____ Address _____

Grade/Subject	Date Completed Mo. Yr.	Principal's Name	School	Cooperating Teacher's Name

PROFESSIONAL REFERENCES

(List immediate supervisor/others involved in your evaluation)

NAME	TITLE	ADDRESS	ZIP	AC	PHONE #
				()	
				()	
				()	
				()	
				()	

GENERAL INFORMATION

Name Used (If Different Than Name On Application) _____

Are you or is anyone in your family related to:

Any member of the G-PISD Board of Education? Yes No If yes, explain relationship _____

Any employee of G-PISD? Yes No If yes, explain relationship _____

If presently employed, may we contact your employer regarding a recommendation? Yes No

Are you under contract with any school district for the next school year? Yes No

If you are, when does your contract expire? _____

Have you ever been terminated, asked to resign or failed to be re-employed?

If yes, When? _____ Where? _____

Why did you leave your last position, or why do you desire to leave your current position? _____

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to theft, attempted theft, rape, murder, swindling, and indecency with a minor) and/or received probation or deferred adjudication? Yes No

If yes, please explain: _____

Conviction of a felony 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.

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 affirm that all the information contained in this application is true and complete and that any misrepresentation, falsification or omission shall be cause for dismissal from or refusal of employment. I hereby authorize G-PISD to request any relevant information from my previous employer(s) and I authorize any referents to release such information.

APPLICANT'S SIGNATURE

DATE

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
608 COLLEGE ST.
PORTLAND, TX 78374
(361) 777-1091

Criminal History Record Addendum to Application

Confidential*

The Gregory-Portland Independent School District requires that a criminal history record be obtained on volunteer applicants. [G-PISD Board Policy GKG (Local)]. The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____
Last First Middle

Date of Birth _____

Sex: Male Female Ethnicity: Black White/Other

I understand 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 Personnel Office.

Return To: Gregory-Portland ISD
 Human Resources Dept.
 608 College St.
 Portland, Texas 78374

**GREGORY-PORTLAND ISD
 REFERENCE REQUEST FORM**

Please Print or Type

Applicant's Name _____

Position for which applying _____
 (Elementary or Secondary Teaching, Counseling, etc.)

Dear _____

I am applying for a position with Gregory-Portland Independent School District. I hereby give you permission to complete this form. I understand that this information will become part of my application and is considered *CONFIDENTIAL* and will not be revealed to me.

Applicant Signature _____

Date _____

Make evaluation by placing an X in the allotted space. (5) Superior (4) Above Average (3) Average (2) Below Average (1) Unsatisfactory (0) No opportunity to observe

CHARACTERISTICS	5	4	3	2	1	0
A. PERSONAL QUALITIES						
1. ATTENDANCE/PUNCTUALITY						
2. ABILITY TO EXPRESS IDEAS: COMMUNICATES IN A CLEAR, CONCISE MANNER; CHOOSES WORDS SKILLFULLY; ORGANIZES IDEAS EFFECTIVELY						
3. ATTITUDE TOWARD WORK; ACCEPTS NEW CHALLENGES IN A COOPERATIVE MANNER; ADAPTS TO NEW IDEAS AND CHANGE						
4. QUALITIES OF LEADERSHIP; COMMANDS CONFIDENCE AND RESPECT; ASSUMES RESPONSIBILITY; TAKES APPROPRIATE ACTION ON HIS/HER OWN						
5. SUPPORTIVE OF DISTRICT POLICY AND PROCEDURES						
6. PROFESSIONAL JUDGMENT						
B. INTERPERSONAL SKILLS						
1. RELATIONSHIP WITH ADMINISTRATION						
2. RELATIONSHIP WITH COLLEAGUES/CO-WORKERS						
3. RELATIONSHIP WITH COMMUNITY/PARENTS						
4. ATTITUDE TOWARDS STUDENTS						
5. RESPONSE TO SUPERVISION; ACCEPTS SUGGESTIONS WILLINGLY; PROFITS FROM HELP; ABILITY TO WORK AS A TEAM MEMBER						
6. RECOGNIZES INDIVIDUAL DIFFERENCES						
C. INSTRUCTIONAL STRATEGIES/TECHNIQUES						
1. KNOWLEDGE AND PRESENTATION OF SUBJECT MATTER						
2. STAYS CURRENT IN SUBJECT MATTER						
3. USES A VARIETY OF INSTRUCTIONAL METHODS AND PROVIDES FOR DIFFERENT LEARNING STYLES						
4. CLASSROOM MANAGEMENT AND DISCIPLINE						
5. EFFECTIVE CLASSROOM ORGANIZATION						
6. ABILITY TO HANDLE STRESS OF JOB						
7. SUCCESS OR PROBABLE SUCCESS AS A TEACHER						

Applicant's most outstanding professional strength: _____

Applicant's greatest limitation: _____

How long have you known the applicant? _____ Relationship to the applicant: _____

Would you employ/re-employ this applicant? _____ ADDITIONAL COMMENTS: use back of this form

Person Providing Reference _____

Official Title/Position _____

Telephone Number _____

Signature of Reference _____

ISD/Organization _____

Date _____

Return To: Gregory-Portland ISD
 Human Resources Dept.
 608 College St.
 Portland, Texas 78374

**GREGORY-PORTLAND ISD
 REFERENCE REQUEST FORM**

Please Print or Type

Applicant's Name _____

Position for which applying _____
 (Elementary or Secondary Teaching, Counseling, etc.)

Dear _____

I am applying for a position with Gregory-Portland Independent School District. I hereby give you permission to complete this form. I understand that this information will become part of my application and is considered *CONFIDENTIAL* and will not be revealed to me.

Applicant Signature _____

Date _____

Make evaluation by placing an X in the allotted space. (5) Superior (4) Above Average (3) Average (2) Below Average (1) Unsatisfactory (0) No opportunity to observe

CHARACTERISTICS	5	4	3	2	1	0
A. PERSONAL QUALITIES						
1. ATTENDANCE/PUNCTUALITY						
2. ABILITY TO EXPRESS IDEAS: COMMUNICATES IN A CLEAR, CONCISE MANNER; CHOOSES WORDS SKILLFULLY; ORGANIZES IDEAS EFFECTIVELY						
3. ATTITUDE TOWARD WORK; ACCEPTS NEW CHALLENGES IN A COOPERATIVE MANNER; ADAPTS TO NEW IDEAS AND CHANGE						
4. QUALITIES OF LEADERSHIP; COMMANDS CONFIDENCE AND RESPECT; ASSUMES RESPONSIBILITY; TAKES APPROPRIATE ACTION ON HIS/HER OWN						
5. SUPPORTIVE OF DISTRICT POLICY AND PROCEDURES						
6. PROFESSIONAL JUDGMENT						
B. INTERPERSONAL SKILLS						
1. RELATIONSHIP WITH ADMINISTRATION						
2. RELATIONSHIP WITH COLLEAGUES/CO-WORKERS						
3. RELATIONSHIP WITH COMMUNITY/PARENTS						
4. ATTITUDE TOWARDS STUDENTS						
5. RESPONSE TO SUPERVISION; ACCEPTS SUGGESTIONS WILLINGLY; PROFITS FROM HELP; ABILITY TO WORK AS A TEAM MEMBER						
6. RECOGNIZES INDIVIDUAL DIFFERENCES						
C. INSTRUCTIONAL STRATEGIES/TECHNIQUES						
1. KNOWLEDGE AND PRESENTATION OF SUBJECT MATTER						
2. STAYS CURRENT IN SUBJECT MATTER						
3. USES A VARIETY OF INSTRUCTIONAL METHODS AND PROVIDES FOR DIFFERENT LEARNING STYLES						
4. CLASSROOM MANAGEMENT AND DISCIPLINE						
5. EFFECTIVE CLASSROOM ORGANIZATION						
6. ABILITY TO HANDLE STRESS OF JOB						
7. SUCCESS OR PROBABLE SUCCESS AS A TEACHER						

Applicant's most outstanding professional strength: _____

Applicant's greatest limitation: _____

How long have you known the applicant? _____ Relationship to the applicant: _____

Would you employ/re-employ this applicant? _____ ADDITIONAL COMMENTS: use back of this form

Person Providing Reference _____

Official Title/Position _____

Telephone Number _____

Signature of Reference _____

ISD/Organization _____

Date _____

Return To: Gregory-Portland ISD
 Human Resources Dept.
 608 College St.
 Portland, Texas 78374

**GREGORY-PORTLAND ISD
 REFERENCE REQUEST FORM**

Please Print or Type

Applicant's Name _____

Position for which applying _____
 (Elementary or Secondary Teaching, Counseling, etc.)

Dear _____

I am applying for a position with Gregory-Portland Independent School District. I hereby give you permission to complete this form. I understand that this information will become part of my application and is considered *CONFIDENTIAL* and will not be revealed to me.

Applicant Signature _____

Date _____

Make evaluation by placing an X in the allotted space. (5) Superior (4) Above Average (3) Average (2) Below Average (1) Unsatisfactory (0) No opportunity to observe

CHARACTERISTICS	5	4	3	2	1	0
A. PERSONAL QUALITIES						
1. ATTENDANCE/PUNCTUALITY						
2. ABILITY TO EXPRESS IDEAS: COMMUNICATES IN A CLEAR, CONCISE MANNER; CHOOSES WORDS SKILLFULLY; ORGANIZES IDEAS EFFECTIVELY						
3. ATTITUDE TOWARD WORK; ACCEPTS NEW CHALLENGES IN A COOPERATIVE MANNER; ADAPTS TO NEW IDEAS AND CHANGE						
4. QUALITIES OF LEADERSHIP; COMMANDS CONFIDENCE AND RESPECT; ASSUMES RESPONSIBILITY; TAKES APPROPRIATE ACTION ON HIS/HER OWN						
5. SUPPORTIVE OF DISTRICT POLICY AND PROCEDURES						
6. PROFESSIONAL JUDGMENT						
B. INTERPERSONAL SKILLS						
1. RELATIONSHIP WITH ADMINISTRATION						
2. RELATIONSHIP WITH COLLEAGUES/CO-WORKERS						
3. RELATIONSHIP WITH COMMUNITY/PARENTS						
4. ATTITUDE TOWARDS STUDENTS						
5. RESPONSE TO SUPERVISION; ACCEPTS SUGGESTIONS WILLINGLY; PROFITS FROM HELP; ABILITY TO WORK AS A TEAM MEMBER						
6. RECOGNIZES INDIVIDUAL DIFFERENCES						
C. INSTRUCTIONAL STRATEGIES/TECHNIQUES						
1. KNOWLEDGE AND PRESENTATION OF SUBJECT MATTER						
2. STAYS CURRENT IN SUBJECT MATTER						
3. USES A VARIETY OF INSTRUCTIONAL METHODS AND PROVIDES FOR DIFFERENT LEARNING STYLES						
4. CLASSROOM MANAGEMENT AND DISCIPLINE						
5. EFFECTIVE CLASSROOM ORGANIZATION						
6. ABILITY TO HANDLE STRESS OF JOB						
7. SUCCESS OR PROBABLE SUCCESS AS A TEACHER						

Applicant's most outstanding professional strength: _____

Applicant's greatest limitation: _____

How long have you known the applicant? _____ Relationship to the applicant: _____

Would you employ/re-employ this applicant? _____ ADDITIONAL COMMENTS: use back of this form

Person Providing Reference _____

Official Title/Position _____

Telephone Number _____

Signature of Reference _____

ISD/Organization _____

Date _____

Return To: Gregory-Portland ISD
 Human Resources Dept.
 608 College St.
 Portland, Texas 78374

**GREGORY-PORTLAND ISD
 REFERENCE REQUEST FORM**

Please Print or Type

Applicant's Name _____

Position for which applying _____
 (Elementary or Secondary Teaching, Counseling, etc.)

Dear _____

I am applying for a position with Gregory-Portland Independent School District. I hereby give you permission to complete this form. I understand that this information will become part of my application and is considered *CONFIDENTIAL* and will not be revealed to me.

Applicant Signature _____

Date _____

Make evaluation by placing an X in the allotted space. (5) Superior (4) Above Average (3) Average (2) Below Average (1) Unsatisfactory (0) No opportunity to observe

CHARACTERISTICS	5	4	3	2	1	0
A. PERSONAL QUALITIES						
1. ATTENDANCE/PUNCTUALITY						
2. ABILITY TO EXPRESS IDEAS; COMMUNICATES IN A CLEAR, CONCISE MANNER; CHOOSES WORDS SKILLFULLY; ORGANIZES IDEAS EFFECTIVELY						
3. ATTITUDE TOWARD WORK; ACCEPTS NEW CHALLENGES IN A COOPERATIVE MANNER; ADAPTS TO NEW IDEAS AND CHANGE						
4. QUALITIES OF LEADERSHIP; COMMANDS CONFIDENCE AND RESPECT; ASSUMES RESPONSIBILITY; TAKES APPROPRIATE ACTION ON HIS/HER OWN						
5. SUPPORTIVE OF DISTRICT POLICY AND PROCEDURES						
6. PROFESSIONAL JUDGMENT						
B. INTERPERSONAL SKILLS						
1. RELATIONSHIP WITH ADMINISTRATION						
2. RELATIONSHIP WITH COLLEAGUES/CO-WORKERS						
3. RELATIONSHIP WITH COMMUNITY/PARENTS						
4. ATTITUDE TOWARDS STUDENTS						
5. RESPONSE TO SUPERVISION; ACCEPTS SUGGESTIONS WILLINGLY; PROFITS FROM HELP; ABILITY TO WORK AS A TEAM MEMBER						
6. RECOGNIZES INDIVIDUAL DIFFERENCES						
C. INSTRUCTIONAL STRATEGIES/TECHNIQUES						
1. KNOWLEDGE AND PRESENTATION OF SUBJECT MATTER						
2. STAYS CURRENT IN SUBJECT MATTER						
3. USES A VARIETY OF INSTRUCTIONAL METHODS AND PROVIDES FOR DIFFERENT LEARNING STYLES						
4. CLASSROOM MANAGEMENT AND DISCIPLINE						
5. EFFECTIVE CLASSROOM ORGANIZATION						
6. ABILITY TO HANDLE STRESS OF JOB						
7. SUCCESS OR PROBABLE SUCCESS AS A TEACHER						

Applicant's most outstanding professional strength: _____

Applicant's greatest limitation: _____

How long have you known the applicant? _____ Relationship to the applicant: _____

Would you employ/re-employ this applicant? _____ ADDITIONAL COMMENTS: use back of this form

Person Providing Reference _____

Official Title/Position _____

Telephone Number _____

Signature of Reference _____

ISD/Organization _____

Date _____