

Spring Branch Independent School District



Human Resources

Attention: Prospective Applicants

Welcome to the Spring Branch ISD Human Resources Department.

Current Vacancies are posted on the Job Bulletin Board and on the district website at <http://www.springbranchisd.com>. If you have any questions or require additional information, please call Human Resources at 713-251-2341. Thank you for your interest in our school district.

NOTE: Applications are only accepted for vacancies currently posted and will only be active for 90 days. After 90 days if you are still interested please reapply.

ATTENCION: Prospectivo Aplicante

Bienvenidos al Departamento de Recursos Humanos de el Distrito escolar de Spring Branch.

Las plazas de trabajo se pueden ver en el bulletin de trabajo por internet <http://www.springbranchisd.com>. Si tiene preguntas o requirere mas informacion, por favor llame al departamento de Recursos Humanos al 713-251-2341. Gracias por su interes en el distrito escolar de Spring Branch.

NOTA: Aplicaciones seran aceptadas solamente para plazas postadas y seran activo por 90 dias. Despues de 90 dias si usted sigue interesado por favor de aplicar orta ves.



Child Nutrition Services	<input type="checkbox"/>	Transportation	<input type="checkbox"/>
Custodial Services	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>
		Central Warehouse	<input type="checkbox"/>

**SPRING BRANCH
Independent School District**

Human Resources Department / 955 Campbell Rd / Houston, TX 77024
Telephone (713) 251-2341

**APPLICATION FOR EMPLOYMENT
Classified Auxiliary Staff**

PLEASE PRINT OR TYPE Last Name		First	Middle	Social Security Number
Address:Street		City	State	Zip
Telephone	Alternate Telephone	Date of Application	DISTRICT USE ONLY Date application received _____	
Positions Desired:				

EDUCATION

SCHOOL	NAME of School or Institution	LOCATION	Diploma/No. of College Hours Completed
High School			Graduated: <input type="radio"/> Yes <input type="radio"/> No GED: <input type="radio"/> Yes <input type="radio"/> No High School: Years Completed _____
College			
Other			

Have you made application in this district before?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever worked for this district?	<input type="radio"/> Yes <input type="radio"/> No If yes: Date (from) _____ (to) _____
Position	_____
Have you ever been discharged from a position or asked to resign by a previous employer? If so please explain	_____

WORK EXPERIENCE
Begin with most recent

Begin with most recent employment, include dates of all positions, use additional sheet if necessary. May we check with your present supervisor? Yes No
Note: We may contact any previous supervisor to verify description on your past duties.

Employer and Supervisor's Name	Current Address of Company include zip code and phone number	Description of Duties/Job Title and reason for leaving	Dates	
			To	From

Social Security Number: _____

VOLUNTEER WORK WITH CHILDREN

Begin with most recent

Name of School/Agency and Supervisor's Name	Current Address of School/Agency include zip code and phone number	Description of Duties	Dates To From

CHARACTER REFERENCES

DO NOT LIST RELATIVES

Name	Occupation	Address include zip code	Area Code & Phone number

GENERAL JOB SKILLS

Check the areas in which you are skilled

- | | | |
|---|--|--|
| <input type="checkbox"/> Supervisory experience | <input type="checkbox"/> Ability to effectively work with others | <input type="checkbox"/> Task Oriented |
| <input type="checkbox"/> Proficient in written and verbal communication | <input type="checkbox"/> Time management skills | <input type="checkbox"/> Organizational Skills |

Proficient in other Languages: Yes No

Languages spoken: _____ Languages written: _____

TO BE COMPLETED BY MAINTENANCE APPLICANTS

Check the areas in which you are skilled

- | | | | | |
|--|---|---|---|---|
| <input type="checkbox"/> Audio Visual Equipment Repair | <input type="checkbox"/> Computer Repair | <input type="checkbox"/> Mechanic Truck and Bus | <input type="checkbox"/> Refrigeration Repair | <input type="checkbox"/> Ventilation and Air Conditioning |
| <input type="checkbox"/> Backhoe Operator | <input type="checkbox"/> Electrical Wiring | <input type="checkbox"/> Motor, Grader Operator | <input type="checkbox"/> Roofer | <input type="checkbox"/> Warehouseman |
| <input type="checkbox"/> Boiler Repair | <input type="checkbox"/> Furniture Finisher | <input type="checkbox"/> Painter | <input type="checkbox"/> Running Conduit | <input type="checkbox"/> Welder |
| <input type="checkbox"/> Boiler - Gas Burners and Controls | <input type="checkbox"/> Furniture Repair | <input type="checkbox"/> Pest Control | <input type="checkbox"/> Shipping and Receiving | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cabinet Maker | <input type="checkbox"/> Glazier | <input type="checkbox"/> Plumber | <input type="checkbox"/> Small Engine Repair | _____ |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> High Voltage Work | <input type="checkbox"/> Public Address System | <input type="checkbox"/> Thermostat Controls | _____ |
| <input type="checkbox"/> Clocks and Bells | <input type="checkbox"/> Forklift Operator | <input type="checkbox"/> Radio and TV Repair | <input type="checkbox"/> Tractor Operator | <input type="checkbox"/> Technical Job Skills |
| <input type="checkbox"/> Centrifugal Water Chiller Repair | <input type="checkbox"/> Locksmith | <input type="checkbox"/> Reciprocating Water Chiller Repair | <input type="checkbox"/> Transformer Repair | _____ |
| | <input type="checkbox"/> Masonry | | <input type="checkbox"/> Truck Driver | _____ |

Check areas in which you hold a valid license:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Stationary Engineer _____ Grade | <input type="checkbox"/> Plumber | <input type="checkbox"/> Maintenance Electrician | <input type="checkbox"/> Journeyman Electrical |
| <input type="checkbox"/> Air Conditioning Repairman _____ Grade | <input type="checkbox"/> CDL Warehouse Handler/Driver | <input type="checkbox"/> Other _____ | |

AUTHORIZATION APPOINTMENT, AND RELEASE

PERSONNEL INFORMATION (EXCEPT MEDICAL RECORDS) RELATING TO MY CURRENT OR PAST EMPLOYMENT

I hereby authorize and appoint the Spring Branch Independent School District as my authorized representative and designated representative to have and exercise my special right of access beyond the right of the general public under Texas Government Code section 552.023 (a) to obtain any personnel information under Texas Government Code section 552.102 (except medical records) held by any independent school district or company at which I am currently employed or have been employed in the past. This authorization and appointment does not apply to medical records, including a record of the identity, diagnosis, evaluation, or treatment of a patient by a physician that are created or maintained by a physician.

I hereby authorize the Spring Branch Independent School District to use this document to obtain from my current or past employer any personnel information, employment records, or other information, written or oral, relating to my qualification for employment and job performance. My signature below indicates my request and authorization to any current or former employer of mine to disclose information about my job performance to Spring Branch Independent School District pursuant to Chapter 103 of the Texas Labor Code. **I release all of my present and former employers and those individuals I have listed as personal references from any and all liability for damages arising from furnishing the requested information.**

I understand that any information obtained by Spring Branch Independent School District will be considered in determining my suitability for employment by Spring Branch Independent School District.

A photocopy of this form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

PRINT FULL NAME: _____
(Include maiden name if applicable)

SOCIAL SECURITY NUMBER: _____

APPLICANT'S SIGNATURE: _____

DISTRICT USE ONLY:

District Representative or Designee

Social Security Number : _____

Other Places Lived, Since the Age of 18:

City/Town	County	State	Year From	Year To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

1. Have you ever been charged or arrested for any felony, class A or class B misdemeanor? (¿Ha sido acusado o detenido alguna vez por algún delito grave, o delito menor clase A o clase B?) _____
If yes, please specify (Si la respuesta es sí, por favor especifique): Date (Fecha): _____
Place (Lugar): _____
Name & Level of Offense (Nombre y la gravedad de la ofensa): _____
Explanation (Explicación): _____

2. Have you ever plead guilty or nolo contendere to any criminal offense (excluding minor traffic offenses)? (¿Alguna vez se declaró culpable o *nolo contendere* por algún delito? (excluyendo ofensas de tráfico menores) _____ If yes, please specify (Si la respuesta es sí, por favor especifique):
Date (Fecha): _____ Place (Lugar): _____
Name & Level of Offense (Nombre y gravedad del delito): _____
Explanation (Explicación): _____

3. Have you ever been placed on probation, received deferred adjudication, pretrial diversion, intervention, suspended sentence, community supervision, probation without adjudication of guilt? (¿Alguna vez ha sido puesto en libertad condicional, recibió un fallo suspendido, un programa de desviación previo al juicio, una intervención, una sentencia suspendida, una supervisión por la comunidad, una libertad condicional sin fallo de culpabilidad?) _____ If yes, please specify (Si la respuesta es sí, por favor especifique): Date (Fecha): _____ Place (Lugar): _____
Name & Level of Offense: (Nombre y gravedad del delito): _____
Explanation (Explicación): _____

4. Have you ever been convicted of any offense (excluding minor traffic offenses)? (¿Ha sido condenado alguna vez por algún delito? (excluyendo delitos de tráfico menores)) _____ If yes, please specify (Si la respuesta es sí, por favor especifique): Date (Fecha): _____ Place (Lugar): _____
Name & Level of Offense (Nombre y gravedad del delito): _____
Explanation (Explicación): _____

Signature

Date