

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT
PARAPROFESSIONAL APPENDIX TO CLASSIFIED APPLICATION**

PLEASE PRINT OR TYPE Last Name		First	Middle
Address:	Street	City	State Zip
Telephone	Alternate Telephone	Social Security Number	
Positions Desired		Date	

High School: Years completed _____; Check appropriate response: Graduated: Yes No
 College: Yes No Years: _____ Business School: Yes No GED: Yes No
 Other: _____

Have you made application in this district before? Yes No

Have you ever worked for this district? Yes 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 _____

Proficient in other Languages: Yes No

Languages spoken: _____ Languages written: _____

List your current or last employer: 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

List technical/clerical skills and software in which you are proficient: _____

List teacher assistant skills in which you are proficient: _____

<p>DISTRICT USE ONLY</p> <p>Date application received _____</p> <p>Date of aptitude assessment _____</p> <p>Date of bilingual assessment _____</p>	<p>Eligible for:</p> <p>Secretarial/Clerical: <input type="checkbox"/> Yes <input type="checkbox"/> No Category: _____</p> <p>Teacher Assistant: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Passed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Passed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
---	--

Spring Branch Independent School District

CRIMINAL HISTORY RECORDS FORM

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK AND ADVISING OF RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The Spring Branch Independent School District is required by state law to obtain criminal history record information of all applicants for employment with the district (Texas Education Code Section 21.917 or as subsequent revised).

The Spring Branch Independent School District is an equal opportunity employer that maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline and termination are administered without regard to race, sex, color, religion, national origin, age or disability of otherwise qualified individuals. SBISD does not discriminate on the basis of membership or application for membership in the uniformed services.

The information will be used solely for the purpose of assisting SBISD in conducting a criminal history check (local, state and national). The information below, i.e. race, sex and birth date will not be used for employment purposes, but is required for identification purposes for the criminal records check. A report showing a record of conviction will not automatically eliminate you from employment consideration or offer of contract, but it may do so. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

Please complete the following:

I certify that the information contained in this application is true, correct and complete. I understand that any misstatement, omission, falsification or misrepresentation of fact in this application may disqualify me from consideration for employment or, if I am hired, may result in disciplinary action up to and including termination.

If I am hired, SBISD has the right to obtain criminal history record information on me at any time during my employment. I also understand that SBISD is obligated to notify the State Board for Educator certification if I have a reported criminal history.

I have been informed by the district that I have the right to review and challenge any negative information that would adversely impact the district's decision to offer employment. I have also been advised that the district will give me a reasonable opportunity to clear up any mistaken information reported. However, I do understand that time is of the essence and reasonableness of time is within the sole discretion of the district. I understand that under the Fair Credit Reporting Act, I have certain rights concerning my review of the information reported. If requested, I will be provided the name, address and telephone number of the reporting agency as well as the nature and substance of all information and the source.

COMPLETE INFORMATION BELOW

Name (legal): _____
Last **First** **Middle**

Maiden and/or Other Name Previously Used: _____

Gender: Male Female

Ethnicity: Asian African-American Hispanic Caucasian Other

Date of Birth: _____

Social Security Number: _____

Drivers License or State Identification Number: _____

Other Places Lived, Since the Age of 18:

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

Have you ever been charged or arrested for any felony, class A or class B misdemeanor? _____

If yes, please specify:

Date: _____ Place: _____ Name & Level of Offense: _____

Explanation: _____

Have you ever been convicted of any offense (excluding minor traffic offenses)? _____

If yes, please specify:

Date: _____ Place: _____ Name & Level of Offense: _____

Explanation: _____

Have you ever plead guilty or nolo contendere to any criminal offense (excluding minor traffic offenses)? _____

_____ If yes, please specify:

Date: _____ Place: _____ Name & Level of Offense: _____

Explanation: _____

Have you ever been placed on probation, received deferred adjudication, pretrial diversion, intervention, suspended sentence, community supervision, probation without adjudication of guilt? _____

If yes, please specify:

Date: _____ Place: _____ Name & Level of Offense: _____

Explanation: _____

Signature

Date