

BRADY INDEPENDENT SCHOOL DISTRICT
EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL
WITH CRIMINAL HISTORY ADDENDUM AND PRE-EMPLOYMENT AFFIDAVIT

*An Equal Opportunity Employer**

| | | | |
|----------------------------|---|--|-----------------------------|
| Date of application: _____ | | | |
| Personal Data | Name: _____ <small style="margin-left: 100px;"><i>Last, First Middle initial</i></small> Mailing address: _____ <small style="margin-left: 100px;"><i>Street/Box City, State ZIP Code</i></small> E-mail address: _____ Home phone: _____ Cell phone: _____ Other phone: _____ Other name that may appear on records: _____ <small style="margin-left: 20px;"><i>(Used for certification, reference, and criminal history record checks)</i></small> | | |
| Position Data | List the position(s) for which you are applying _____ Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer only Date you can begin work _____ Have you been employed by Brady ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____ | | |
| Special Skills | List specific skills, software proficiency, and any machines or equipment you can operate. Include number of years of experience. 1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____ | | |
| Work Experience | Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach résumé if available. | | |
| | Employer name and location | | Employer name and location |
| | Position/title held | | Position/title held |
| | Dates employed | | Dates employed |
| | Supervisor's name and phone | | Supervisor's name and phone |
| | Reason for leaving | | Reason for leaving |

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|---------------------------|--|---------------------------------|--|----------------|---|
| Work Experience | Employer name and location | | Employer name and location | | |
| | Position/title held | | Position/title held | | |
| | Dates employed | | Dates employed | | |
| | Supervisor's name and phone | | Supervisor's name and phone | | |
| | Reason for leaving | | Reason for leaving | | |
| References | Please list references the district can contact regarding your work history. | | | | |
| | Full name of reference | School district/ firm name | Mailing address | Position/title | Area code/ phone number |
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| Education/Training | List the highest level of education attained: _____ | | | | |
| | Licenses and certificates granted _____ | | | | |
| | Name and location of schools attended | Course of study and major/minor | Diploma, degree, certificate, or license granted | | Year graduated <i>(College only)</i> |
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|----------------------------|---|
| General Information | <p>Do you have a relative who serves on the Board of Education or is an employee of Brady ISD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship:</p> <p>_____</p> <p>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 any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense</p> <p>_____</p> <p style="font-size: small;">(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.)</p> |
| Verification | <p>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.</p> <p>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.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Signature</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date</p> </div> </div> <p>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.</p> |

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice. In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.*

The District Title IX Coordinator is

Hector Martinez
1003 W. 11th
Brady, Texas 76825
325-597-2301

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CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

Confidential *

The Brady Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code 22.083). The information requested below is necessary to obtain criminal history record information.

Please print

Name: _____
Last, First Middle initial

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____

Sex: ☐ Male ☐ Female

Ethnicity: ☐ African American ☐ Hispanic ☐ Caucasian ☐ 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.

I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by Brady Independent School District. I also understand Brady Independent School District may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed.

Signature

Date

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

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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.