

# Muenster Independent School District

*"A Tradition of Success"*

**Muenster ISD**  
**Employment Application for Professional Personnel**  
 We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.  
*An Equal Opportunity Employer*

<b>Personal Data</b>	Date	<input style="width: 200px;" type="text"/>	Social Security Number	<input style="width: 150px;" type="text"/>
	Name	<input style="width: 100%; height: 20px;" type="text"/>		
	Address	<input style="width: 100%; height: 20px;" type="text"/>		
	City	<input style="width: 150px;" type="text"/>	State	<input style="width: 50px;" type="text"/>
			Zip Code	<input style="width: 80px;" type="text"/>
	Work Phone	<input style="width: 150px;" type="text"/>	Home Phone	<input style="width: 150px;" type="text"/>
Other name that may appear on records		<input style="width: 100%; height: 20px;" type="text"/>		
(to be used for reference checks)				

<b>Position Data</b>	List the position(s) for which you are applying	<input style="width: 100%; height: 20px;" type="text"/>
	Credentials included with application:	
	<input type="checkbox"/> Resume	
	<input type="checkbox"/> All teaching and professional certificates or licenses (front and back, if appropriate)	
	<input type="checkbox"/> All transcripts showing degrees	
Date you can begin work	<input style="width: 150px;" type="text"/>	
Have you ever been employed by this school district?	<input type="radio"/> Yes <input type="radio"/> No	
If yes, give dates of employment:	<input style="width: 100%; height: 20px;" type="text"/>	

<b>Education/Training</b>	Names and locations of schools attended	Course of study: Major/minor fields	Diploma, degree, certificate, or license held	Year graduated (college only)
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

(continued)

Certification	<p><u>Certificate or license held currently:</u></p> <p><input type="checkbox"/> None <span style="margin-left: 150px;"><input type="checkbox"/> Emergency (Texas only)</span></p> <p><input type="checkbox"/> Valid Texas <span style="margin-left: 150px;"><input type="checkbox"/> Valid other state <input style="width: 100px;" type="text" value="Alabama"/></span></p> <p><input type="checkbox"/> Texas one-year certificate: expires on <input style="width: 150px;" type="text"/></p> <p><input type="checkbox"/> Texas temporary administrative: expires on <input style="width: 200px;" type="text"/></p> <p><u>Areas of specialization</u></p> <p><input type="checkbox"/> Administrator <span style="margin-left: 100px;"><input type="checkbox"/> All level art</span> <span style="margin-left: 100px;"><input type="checkbox"/> Vocational</span></p> <p><input type="checkbox"/> Superintendent <span style="margin-left: 100px;"><input type="checkbox"/> All level health and PE</span> (specify): <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Principal <span style="margin-left: 100px;"><input type="checkbox"/> All level music</span> <span style="margin-left: 100px;"><input type="checkbox"/> Nurse</span></p> <p><input type="checkbox"/> Midmanagement administrator <span style="margin-left: 100px;"><input type="checkbox"/> Librarian</span> <span style="margin-left: 100px;"><input type="checkbox"/> Visiting teacher</span></p> <p><input type="checkbox"/> Elementary <span style="margin-left: 100px;"><input type="checkbox"/> Counselor</span> <span style="margin-left: 100px;"><input type="checkbox"/> Supervisor</span></p> <p><input type="checkbox"/> Elementary and Kindergarten <span style="margin-left: 100px;"><input type="checkbox"/> Special education</span> <span style="margin-left: 100px;"><input type="checkbox"/> Other</span></p> <p><input type="checkbox"/> Secondary (junior and senior high) (specify): <input style="width: 100px;" type="text"/> (specify): <input style="width: 100px;" type="text"/></p>																								
Teaching Experience	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Names and locations of schools</th> <th style="width: 25%;">Type of assignment</th> <th style="width: 25%;">Dates taught</th> <th style="width: 25%;">Reason for leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Names and locations of schools	Type of assignment	Dates taught	Reason for leaving																				
Names and locations of schools	Type of assignment	Dates taught	Reason for leaving																						
Other Work Experience	<p>Please provide a list of all other jobs or administrative positions you have held in the past ten years. Attach additional sheets if necessary. Please attach resume, if available.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">Company Name/School District</th> <th style="width: 20%;">Position/Title</th> <th style="width: 20%;">Dates employed</th> <th style="width: 30%;">Reason for Leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Company Name/School District	Position/Title	Dates employed	Reason for Leaving																				
Company Name/School District	Position/Title	Dates employed	Reason for Leaving																						

(continued)

<b>Professional Data</b>	<p>Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religious persuasion.</p> <p>Papers/articles published _____ _____</p> <p>Seminar/workshops conducted _____ _____</p> <p>Other related professional activities _____ _____</p>																								
	<p>Do you have a relative who is a member of the Muenster ISD Board of Trustees? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please provide the name of the relative and the relationship: _____ _____</p> <p>Have you ever been convicted of or plead guilty or no contest (nolo contendere) to, or received probabtion, suspension, or deferred adjudication for a felony offense involving moral turpitude ( including, but not limited to, theft, rape, murder, swindling, or indecency with a minor)? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please state where, when, and the nature of the offense. _____ _____ _____</p> <p>( 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>																								
	<p>Please list references the District may contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.</p> <table border="1"><thead><tr><th>Full name of reference</th><th>School district/ Firm Name</th><th>Mailing address</th><th>Position/Title</th><th>Area code/ Phone Number</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Full name of reference	School district/ Firm Name	Mailing address	Position/Title	Area code/ Phone Number																			
Full name of reference	School district/ Firm Name	Mailing address	Position/Title	Area code/ Phone Number																					

(continued)

Verification

I hereby affirm that all 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 fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed on the previous page 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 same to you.

I understand that the District is authorized by Texas Education Code 22.083(b) to obtain criminal history record information on persons tthe District intends to employ.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for 12 months. If you have not received a response during this time, you may reapply or reactivate your application.