

**Nursery Independent School District**  
**P. O. Box 69**  
**Nursery, TX 77976**  
**13254 Nursery Drive, Victoria, TX 77904**

**EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL**

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

*An Equal Opportunity Employer*

**Personal Data**

Date of Application:

Social Security Number:

Name:

*Last*

*First*

*Middle Name*

Current Address:

*Street/Box*

*City*

*State*

*Zip Code*

Other Address Where You May Be Reached:

Work Phone:

Home Phone:

Cell Phone:

Other Name That May Appear On Records:

*(Used for certification, reference, & criminal history record checks)*

**Position Data**

List the position(s) you are applying for:

Credentials to be included with application:

- Letter of intent
- Resume
- Reference's with current email and phone numbers
- All teaching & professional certificates or licenses
- All transcripts showing degrees
- Any other relevant information

Date You Can Begin Work:

Have you been employed by the Nursery ISD in the past?  Yes  No

If you answered yes, provide the dates of employment:

**Education/Training**

Check the highest level of education attained:

- Bachelor's Degree     Master's Degree.     Doctorate Degree     Other training or education:

**Certification**

Certificate or License Currently Held:

- None     Valid Texas     Valid Other State     Texas Emergency  
 Texas One-Year: Expires     Texas Temporary Administrative: Expires

**Areas of Specialization/Certification:**

- Elementary/Kindergarten     All-Level Art     Librarian  
 Elementary     All-Level Health & PE     Nurse  
 Special Education     All-Level Music     Counselor  
 Other Specify:

## Professional Data

Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.

Papers/articles published:

Seminars/workshops conducted:

Other related professional activities:

## General Information

Do you have a relative who serves on the Nursery ISD Board of Education?  Yes  No  
If yes, please provide the relative's name and relationship:

Have you ever been convicted of a violation of law other than a minor traffic violation?  Yes  No  
If yes, please explain

Have you ever had a professional certificate revoked or suspended?  Yes  No  
If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child?  Yes  No  
If yes, please explain

Have you ever had a charge of child abuse against you substantiated?  Yes  No  
If yes, please explain

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district?  Yes  No  
If yes, please give the name of the district, the date and the reason for the resignation or termination

Have you ever been convicted of, plead 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)?  Yes  No  
If yes, please state where, when, and the nature of the offense:

*(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.)*

## Verification

I hereby affirm that all information provided in this application and attachments 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.

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.

I understand that the district is authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This application becomes the property of the District. The District reserves the right to accept or reject it. Please send complete resume, copies of all transcripts, and copy of teaching certificate. Please mail or fax: (361) 575-6882

# NURSERY INDEPENDENT SCHOOL DISTRICT

## Volunteer Criminal History Record Information Addendum

### Confidential

The Nursery Independent School District is authorized by state law to obtain criminal history record information on applicants being considered for employment (Texas Education Code Section §22.083). The information requested below is necessary to obtain criminal history record information.

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a misdemeanor or felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?

YES     NO

(A criminal record is not an automatic bar to employment. The district will consider the nature, date and relationship between offense and the position for which you are applying. False information supplied on an application is, however, cause for disqualification/dismissal.)

|               |  |                      |  |            |
|---------------|--|----------------------|--|------------|
| Name          |  |                      |  |            |
|               | Last   | First                | Full Middle Name                           | Maiden     |
|               |  |                      |  |            |
|               | Social Security Number   | Driver's License No. | Type of Driving License<br>(A, B, C, etc.) | Hair Color |
|               |  |                      |  |            |
|               | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | Height               | Ethnicity:                                 | Eye Color  |
|               |  |                      | <input type="checkbox"/> African American  |            |
|               |  |                      | <input type="checkbox"/> White             |            |
|               |  |                      | <input type="checkbox"/> Hispanic          |            |
|               |  |                      | <input type="checkbox"/> Other: _____      |            |
| Date of Birth | Birthplace   | Weight               |  |            |

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 consent to the Nursery ISD doing a criminal history check.     yes     no    Date: \_\_\_\_\_  
 (This serves as your signature.)

**FOR OFFICE USE ONLY**

Criminal Record Check

Date Returned: \_\_\_\_\_

Cleared: \_\_\_\_\_

Initials: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone where you can be reached: \_\_\_\_\_

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

**THE REVERSE SIDE MUST BE COMPLETED**

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

(Applicant or EMPLOYEE NAME (Please print))

History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Suchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits.)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Nursery Independent School District  
Agency Name (Please print)

Christopher Ulcak, Superintendent  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

|  |               |
|--|---------------|
| <b>Please:<br/>Check and Initial each Applicable Space</b> |               |
| CCH Report Printed:  |               |
| YES _____ NO _____   | _____ initial |
| Purpose of CCH: _____                                      |               |
| Employee _____   | _____ initial |
| Date Printed: _____  | _____ initial |
| Destroyed Date: _____                                      | _____ initial |
| <b>Retain in your files</b>                                |               |

**THE REVERSE SIDE MUST BE COMPLETED**