

ROBY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

PO Box 519
Roby, Texas 79543
 Phone (325) 776-2222

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

Personal Data	Date of Application _____ Social Security No. _____ Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First Middle Initial </div> Current Address _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Street/Box City State Zip Code </div> Other Address where you may be reached _____ Work Phone No. _____ Home Phone No. _____ Name used on records if different from present name _____ <small>(to be used for reference checks)</small>																																
Position Data	Position for which you are applying _____ Credentials included with application: <input type="checkbox"/> Resume <input type="checkbox"/> All teaching and professional certificates (front and back, if appropriate) <input type="checkbox"/> All transcripts showing degrees Date Available _____ Former Roby CISD Employee: Yes _____ No _____ If yes, give dates of employment: _____																																
Education/Training	Schools Attended: List all applicable information. <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 35%;">Name of School And Location</th> <th style="width: 25%;">Course of Study Major/Minor Fields</th> <th style="width: 25%;">Diploma, Degree, or Certificate</th> <th style="width: 15%;">Year Graduated (College Only)</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> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of School And Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate	Year Graduated (College Only)																												
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Certification	<ul style="list-style-type: none"> • Type of Certificate held now <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid other state _____ <input type="checkbox"/> Emergency (Texas) <input type="checkbox"/> Texas one-year certificate: Expiration date ____/____/____ <input type="checkbox"/> Texas temporary administrative: Expiration date ____/____/____ • Areas of specialization <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"> <ul style="list-style-type: none"> <input type="checkbox"/> Administrator <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Midmanagement administrator <input type="checkbox"/> Elementary <input type="checkbox"/> Elementary and kindergarten <input type="checkbox"/> Secondary (junior and senior high) </td> <td style="width: 33%; border: none;"> <ul style="list-style-type: none"> <input type="checkbox"/> All level art <input type="checkbox"/> All level health and PE <input type="checkbox"/> All level music <input type="checkbox"/> Librarian <input type="checkbox"/> Counselor <input type="checkbox"/> Special education (specify): _____ </td> <td style="width: 33%; border: none;"> <ul style="list-style-type: none"> <input type="checkbox"/> Vocational (specify): _____ <input type="checkbox"/> Nurse <input type="checkbox"/> Visiting teacher <input type="checkbox"/> Supervisor <input type="checkbox"/> Other (specify): _____ </td> </tr> </table> 	<ul style="list-style-type: none"> <input type="checkbox"/> Administrator <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Midmanagement administrator <input type="checkbox"/> Elementary <input type="checkbox"/> Elementary and kindergarten <input type="checkbox"/> Secondary (junior and senior high) 	<ul style="list-style-type: none"> <input type="checkbox"/> All level art <input type="checkbox"/> All level health and PE <input type="checkbox"/> All level music <input type="checkbox"/> Librarian <input type="checkbox"/> Counselor <input type="checkbox"/> Special education (specify): _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Vocational (specify): _____ <input type="checkbox"/> Nurse <input type="checkbox"/> Visiting teacher <input type="checkbox"/> Supervisor <input type="checkbox"/> Other (specify): _____ 	<p>List <u>all</u> certified teaching fields:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																			
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Teaching Experience	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name of School And Location</th> <th style="width: 20%;">Type of Assignment</th> <th style="width: 15%;">Dates Taught</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>				Name of School And Location	Type of Assignment	Dates Taught	Reason for Leaving																
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Other Work Experience	<p>Please provide a complete listing of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Please attach resume, if available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">School District/Firm Name</th> <th style="width: 20%;">Position/Title</th> <th style="width: 15%;">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>				School District/Firm Name	Position/Title	Dates Employed	Reason for Leaving																
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Professional Data	<p>Omit references to organizations that would reveal race, age, ethnic origin, or religious persuasion.</p> <ul style="list-style-type: none"> • Publications/articles _____ _____ • Seminars/workshops conducted _____ _____ • Other related professional activities _____ _____ 																									
General Information	<ul style="list-style-type: none"> • Do you have a relative who is a member of the Roby CISD Board of Education? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give the name of relative and relationship. _____ _____ _____ • Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state where, when, and the nature of the offense: _____ _____ _____ _____ _____ <p>(Conviction of a felony 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>																									
References	<p>Please list below references who may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Full Name Of Reference</th> <th style="width: 25%;">School District/ Firm Name</th> <th style="width: 25%;">Mailing Address</th> <th style="width: 20%;">Position/Title</th> <th style="width: 5%;">Area Code/ Phone No.</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 No.																				
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Verification

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.

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 required by Texas Education Code §21.917 to obtain criminal history record information on applicants selected for employment.

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 a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

Signature of Applicant

Date

Note:

I. A contract will not be offered until all required records are received by Roby CISD.

- 1) Official transcript from all colleges attended.
- 2) Original teaching certificates.
- 3) Original service record.

II. All coaches will be required to possess a current Class B commercial driver's license and TEA – Texas Department of Public Safety School Bus Driver Certificate.