

***Karnack Independent School District***  
***ACE Program***



*PO Box 259, 655 Fason Street  
Karnack, Texas 75661  
An Equal Opportunity Employer\**



Date of application _____	
<b>Personal Data</b>	Name _____ <i>Last First Middle initial</i>
	Current address _____ <i>Street/Box City State ZIP Code</i>
	Other address where you may be reached _____
	Home phone _____ Cell phone _____ Other phone _____
	Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>
<b>Position Data</b>	List the position(s) for which you are applying _____
	Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees
	Date you can begin work _____
	Have you been employed by Karnack ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you answered yes, provide dates of employment _____

Please email completed application to [jmccray@karnackisd.org](mailto:jmccray@karnackisd.org)

**APPLICATION FOR PROFESSIONAL PERSONNEL**

<b>Education/Training</b>	Name and location of schools attended	
	Course of study and major/minor	
	Diploma, degree, certificate, or license granted	
	Year graduated <i>(College only)</i>	
	Name and location of schools attended	
	Course of study and major/minor	
	Diploma, degree, certificate, or license granted	
	Year graduated <i>(College only)</i>	
<b>Certification/Licensure</b>	<p>Please list below activities that you would be interested in teaching during ACE. These can be areas you have as a hobby or an interest.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	
	<p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p>	

## APPLICATION FOR PROFESSIONAL PERSONNEL

<b>Teaching Experience</b>	List teaching experience beginning with most recent years.	
	Name and location of school	
	Type of assignment	
	Dates taught	
	Principal's name and phone	
	Reason for leaving	
	Name and location of school	
	Type of assignment	
	Dates taught	
	Principal's name and phone	
	Reason for leaving	
	Name and location of school	
	Type of assignment	
	Dates taught	
	Principal's name and phone	
Reason for leaving		

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## APPLICATION FOR PROFESSIONAL PERSONNEL

<b>Other Work Experience</b>	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.					
	Employer name and location					
	Position/title held					
	Dates employed					
	Supervisor's name and phone					
	Reason for leaving					
	Employer name and location					
	Position/title held					
	Dates employed					
	Supervisor's name and phone					
	Reason for leaving					
	<b>References</b>	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

**APPLICATION FOR PROFESSIONAL PERSONNEL**

<b>General Information</b>	<p>Do you have a relative who serves on the Board of Education or is an employee of Karnack ISD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship:</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>(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>
<b>Verification</b>	<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 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 the same to you.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants.</p> <p align="center">_____</p> <p align="center">Typed Signature <span style="float: right;">_____</span> Date</p> <p>I understand that checking this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.</p> <p>This application becomes the property of the district. The district reserves the right to accept or reject it.</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.*

The district Title IX coordinator is:

Amy Dickson  
 Superintendent of Karnack ISD  
 PO Box 250  
 Karnack, TX 75661



# CRIMINAL HISTORY INFORMATION REQUEST

## Confidential

The Karnack Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Name \_\_\_\_\_  
  Last    First    Middle

Social Security Number \_\_\_\_\_

Date of birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
  Street    City    State    Zip

Sex:     Male     Female

Ethnicity:     Black     White/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.

Please type full name

Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.

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

# DPS Computerized Criminal History (CCH) Verification (Agency Copy)

I, \_\_\_\_\_, have been notified that a Computerized  
 Typed Applicant or Employee  
 Criminal 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.

Because the named based information is not an exact search on only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, 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.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed above, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment services.

Once the process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history may be discussed with me.

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

<p>_____  <b>Typed Signature of Applicant or Employee</b></p> <p>_____  <b>Date</b></p> <p><b>Karnack Independent School District</b>  <b>Agency Name</b></p> <p>_____  <b>Agency Representative</b></p> <p>_____  <b>Signature of Agency Representative</b></p> <p>_____  <b>Date</b></p>	<p style="text-align: center;"><b>For Agency Use Only</b></p> <p><b>Please Check and Initial each available space</b></p> <p><b>CHH Report Printed</b> ___ Yes ___ No ___ <b>Initial</b></p> <p><b>Purpose of CHH</b> _____</p> <p><b>Hire :</b> ___ Yes ___ No ___ <b>Initial</b></p> <p><b>Date:</b> _____</p> <p><b>Destroy Date;</b> _____</p>
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I understand that checking this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.

## 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: (Please check the correct statement)

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:

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### 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.

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Name (First, Middle, Last )

Date of Birth

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Address (Street, City, State, Zip Code)

Executed in Harrison County, State of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
*Date Month Year*

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(Typed 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 pre-employment affidavit.\*

I understand that checking this box constitutes a legal signature confirming that I acknowledge and warrant the truthfulness of the information provided in this document.