

**Zephyr Independent School District**  
11625 County Road 281  
Zephyr, Texas 76890  
Phone: (325) 739-5331 Fax: (325) 739-2126

## **READ CAREFULLY BEFORE COMPLETING APPLICATION**

### **GENERAL**

Zephyr ISD provides application forms to anyone who makes a request, regardless of existing vacancies in the areas of interest or the number of applications already on file. Receiving an application does not mean any vacancies exist or that the requestor is being considered for immediate employment.

### **APPLICATION FORM**

All information requested in the application form should be filled out accurately and completely. Please give all names, dates, and addresses in full. **Applications will not be considered until they are completed.**

### **PERSONAL INTERVIEWS**

The district schedules interviews only in the positions where vacancies exist or where we anticipate vacancies will exist in the future. We will call to arrange for a personal interview if there is a vacancy in a position for which you are qualified.

### **RESULTS OF APPLICATION**

Applications will be retained on active status for one calendar year.

### **APPLICATION RENEWAL**

If you wish to keep your application on active status beyond one calendar year, send a letter renewing the application. If you have new or additional information, please request a new application form. If an application is not renewed, it will be destroyed according to the district's records retention schedule.

MAIL COMPLETED APPLICATION TO: Zephyr I.S.D.  
11625 CR 281  
Zephyr, Texas 76890

Zephyr ISD is an equal opportunity employer. Zephyr ISD considers applicants for all positions without regard to race, color, national origin, age, religion, gender, marital status, veteran or military status, disability, or any other legally protected status.

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**SUPPORT STAFF APPLICATION**

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

Present Address \_\_\_\_\_  
Street City State Zip

Until \_\_\_\_\_, 20\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Permanent Address  
 (If Different) \_\_\_\_\_  
Street City State Zip

Rank the positions for which are applying by placing a number in the blank:

\_\_\_\_ Secretary/Clerk    \_\_\_\_ Instruction Aide    \_\_\_\_ Food Service    \_\_\_\_ Transportation  
 \_\_\_\_ Custodian    \_\_\_\_ Grounds    \_\_\_\_ Maintenance  
 \_\_\_\_ Other (specify) \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Date you can begin work \_\_\_\_\_

Have you ever been employed by Zephyr ISD in the past? \_\_\_\_ Yes    \_\_\_\_ No  
 If yes, dates of previous employment and position \_\_\_\_\_

**EDUCATION**

Check the highest level of education attained:  
 \_\_\_\_ Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12  
 \_\_\_\_ High School Graduate    \_\_\_\_ GED    \_\_\_\_ Bachelor's degree    \_\_\_\_ Master's degree  
 \_\_\_\_ Other training or education \_\_\_\_\_  
 \_\_\_\_ Licenses and certificates held \_\_\_\_\_

Name of School	Location	Dates		Date of Graduation	Degree or Diploma	GPA
		From	To			
High School						
College:						
Other						

## EMPLOYMENT HISTORY

Employer and Location	Position/Title	Dates Employed	Reason for Leaving

## SPECIAL SKILLS

List specific skills (word processing, spreadsheets, electrician, plumber, etc.) and any machines or equipment you can operate.


## REFERENCES

Full Name	Business Name	Address	Phone Number

## GENERAL INFORMATION

Do you have a relative who serves on the Zephyr ISD Board of Trustees?  Yes  No

ZISD obtains criminal history information on applicants for employment under the authority of Texas Education Code §22.083. You must provide the information requested on the Personnel Information/Criminal History Release form attached to this application; however, that information will be used only for the purpose of obtaining your criminal history record.

Offenses involving moral turpitude include without limitation theft or attempted theft of any kinds, fraud of any kind, sexual offenses of any kind, assault offenses, bribery, perjury, drug or alcohol offenses, offenses involving minors, or any other offense contrary to justice, honesty modesty, or good morals. The term "conviction" includes a "no contest" or "nolo contendere" plea, a guilty plea, probation, and deferred adjudication.

Conviction of a felony or a crime of moral turpitude is not an automatic bar to employment. The district will consider the nature and date of the offense and the relationship between the offense and the position(s) for which you are applying.

\_\_\_ Yes      \_\_\_ No If yes, explain in full: \_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

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 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 the Texas Education Code 22.083 to obtain criminal history record information on applicants the district intends to employ.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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.