



Certified Personnel

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Position for which you are applying: _____

203 Seahawk Drive Riviera, Texas 78379
Phone: (361) 296-3101 Fax: (361) 296-3108

Website: www.rivieraisd.us

RIVIERA INDEPENDENT SCHOOL DISTRICT - EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

*Riviera ISD is an Equal Opportunity Employer**

Date of Application _____

Date Of Birth: _____ Social Security Number: XXX-XX-_____

Personal Data

Name _____
Last First Middle initial

Current address _____
Street/Box City State ZIP Code

Email address _____

Home phone _____ Cell _____ Other _____

Other name that may appear on records _____

Driver's License Number _____ State of _____

(Used for certification, reference, and criminal history record checks)

Position Data

List the position(s) for which you are applying _____

Credentials included with application:

- Résumé
- Letter of Interest
- All teaching and professional certificates or licenses
- All transcripts showing degrees

Date you can begin work _____

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

If you answered yes, provide dates of employment _____

Reason for leaving: _____

Education / Training

Name and Location
of Schools Attended

Course of Study
and Major/Minor

Diploma, Degree, or
Certificate Granted

Year Graduated
(College only)

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Certification / Licensure	<p>Certificates or Licenses currently held:</p> <p><input type="radio"/> Valid Texas Educator Certification</p> <p><input type="radio"/> Valid Other State _____</p> <p><input type="radio"/> Texas One-Year (out-of-state/country): _____ Expiration date: _____</p> <p><input type="radio"/> Other:</p> <p>Category/Level(s) of Certification: _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p>
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List teaching experience beginning with most recent years:				
Teaching Experience	Name / Location of School		Name / Location of School	
	Type of Assignment		Type of Assignment	
	Dates Taught		Dates Taught	
	Principal's Name and Phone		Principal's Name and Phone	
	Reason for Leaving		Reason for Leaving	
	Name / Location of School		Name / Location of School	
	Type of Assignment		Type of Assignment	
	Dates Taught		Dates Taught	
	Principal's Name and Phone		Principal's Name and Phone	
	Reason for Leaving		Reason for Leaving	

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Other Work Experience	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary.			
	Employer Name and Location		Employer Name and Location	
	Position/Title Held		Position/Title Held	
	Dates Employed		Dates Employed	
	Supervisor's Name and Phone		Supervisor's Name and Phone	
	Reason for Leaving		Reason for Leaving	
	Employer Name and Location		Employer Name and Location	
	Position/Title Held		Position/Title Held	
	Dates Employed		Dates Employed	
	Supervisor's Name and Phone		Supervisor's Name and Phone	
Reason for Leaving		Reason for Leaving		
References	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

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General Information	<p>Do you have a relative who serves on the Board of Trustees or is an employee of RIVIERA ISD? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____</p>
General Information	<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="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please state where, when, and the nature of the offense. _____</p> <p style="text-align: center;"><i>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.</i></p>
Verification	<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. I understand that periodic submission to random drug testing may be a condition of employment.</p> <p>Signature _____ Date _____</p> <p style="text-align: center;">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 Patricia Thornton, 203 Seahawk Dr., 361-296-3101.

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Following, you will find a two-page Recommendation Form. You are to give a copy of this form, along with a stamped addressed envelope, to three (3) references of your choice.

Address envelopes to: Personnel Office
Riviera Independent School District
203 Seahawk Drive
Riviera, Texas 78379

Please note the following in selecting your references:

If you have had teaching experience, choose persons such as principals or superintendents who are familiar with your classroom work.

You must include references from your present or latest teaching position.

If you have not had teaching experience, your references may be college instructors or supervising teachers who have supervised your student teaching or work within a classroom.

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RECOMMENDATION FORM

Name of Applicant (Print) _____ Social Security XXX-XX- _____

Position for which I am applying: _____

"I am applying for employment with the Riviera Independent School District. I hereby authorize the party receiving this form to give full and complete information as may be requested by the Riviera Independent School District. This recommendation form is the property of the school district and will remain confidential. Since recommendations are required for the consideration of my application, your prompt completion of this form would be greatly appreciated. Thank you."

Signature of Applicant

Date

1. How long and in what capacity have you known this applicant?

2. Have you seen this applicant teach? _____ Yes _____ No

4. Could this applicant remain in his/her present position? _____ Yes _____ No If no, please explain.

5. To your knowledge, has this applicant ever been asked to resign, been fired or failed to be re-employed as a teacher? _____ Yes _____ No If yes, please explain.

GENERAL COMMENTS:

RIVIERA INDEPENDENT SCHOOL DISTRICT - EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

CHECK EACH ITEM IN ONE OF THE COLUMNS	Top %	Middle %	Bottom %	No Basis to Judge
PROFESSIONAL TRAITS				
Motivates students				
Uses a variety of techniques				
Uses a variety of resources				
Tends individual student needs				
Good daily preparation				
Knowledge of subject areas				
Open-minded to suggestions				
Co-operates with peers				
Continued professional growth				
Good use of English language				
MANAGEMENT				
Maintains control in classroom				
Shows good leadership qualities				
Completes lesson plans				
Communicates with parents				
Maintains records /reports				
Maintains classroom				
PERSONAL QUALITIES				
Good general appearance				
Shows enthusiasm for teaching				
Uses pleasant tone/voice				
Is punctual				
Takes initiative				
Has positive attitude				
Uses good judgment				
Uses tact with others				

Name of Reference (Print)	Title or Position			
Address	City	State	Zip	Phone
<i>Signature of Reference</i>	Date			

DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)

I, _____, Acknowledge that a Computerized
(applicant or employee name, please print)

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

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

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at 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 \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

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

Signature of Applicant or Employee (optional)

Date

Agency Name (please print)

Agency Representative

Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:
YES _____ NO _____ _____ initial

Purpose of CCH: _____

Empl ___ Vol/Contractor ___ _____ initial

Date Printed: _____ _____ initial

Destroyed Date: _____ _____ initial

Retain in your files

REV. 09/2015

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