



Office 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
- Certificates or Licenses
- Transcripts

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)

Education / Training	Name and Location of Schools Attended	Course of Study and Major/Minor	Diploma, Degree, or Certificate Granted	Year Graduated <i>(College only)</i>

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

Experience	List specific office equipment you can operate: (computer, typewriter, adding machine, copier, fax, etc.)		
	_____	_____	_____
	Please Indicate with which of the following you have had experience:		
	<input type="radio"/> PEIMS	<input type="radio"/> Attendance Records	<input type="radio"/> Financial Deposits
	<input type="radio"/> General Records Keeping	<input type="radio"/> Other: _____	<input type="radio"/> Typing <input type="radio"/> Filing

Work History	Please provide a list of jobs or administrative positions you have held in the past 5 years beginning with the most recent. 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	

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

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

RIVIERA INDEPENDENT SCHOOL DISTRICT - EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

General Information

Do you have a relative who serves on the Board of Trustees or is an employee of RIVIERA ISD?

Yes No If yes, please provide the relative's name and relationship: _____

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)?

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 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 the same to you.

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.

Signature _____ Date _____

This application becomes the property of the district. The district reserves the right to accept or reject it.

**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.

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

Website: www.rivieraisd.us

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

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