



Oakwood Independent School District

631 N Holly

Oakwood, TX 75855

Phone: 903-545-2666

Fax: 903-545-2310

www.oakwoodisd.net

To The Applicant:

Enclosed is an application form to be considered for employment with Oakwood Independent School District. Please attach a letter of interest, a current resume, and complete all of the application. The following items must be included with the completed application before employment by Oakwood Independent School District.

1. A legible copy of all college transcript(s). Official transcripts will be required at the time of employment.
2. A legible copy of all Professional Certificates and /or licenses.
3. Addendum to Application. This form will be retained separately from other application information.

Interviews are arranged by Human Resources for persons who are being considered. Your name and the position(s) for which you are applying will be listed in our computer system.

This application will remain in our active file for up to one year. It must be reactivated, in writing, prior to October 1 annually if further consideration is desired.

Thank you for your interest in Oakwood Independent School District. We appreciate your efforts in helping us to obtain the needed information for your consideration as a prospective employee.

An Equal Opportunity Employer



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APPLICATION FOR PROFESSIONAL EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status of the presence of a non-job-related medical condition or disability.

Oakwood Independent School District policies conform to the Drug Free Work Place Act. All applicants may be subject to drug testing as a condition of employment. Oakwood Independent School District is a tobacco free environment.

Please Type or Print:

FULL NAME				
	(LAST)	(FIRST)	(MIDDLE)	
PRESENT ADDRESS				
	(STREET)	(CITY)	(STATE)	(ZIP)
PERMANENT ADDRESS				
	(STREET)	(CITY)	(STATE)	(ZIP)
EMAIL ADDRESS:				

POSITION(S) DESIRED _____ DATE OF APPLICATION _____

Date you will be available for employment _____

Highest Degree ☐ Bachelors ☐ Masters ☐ Doctorate

Full-time teaching experience years Full-time administrative experience years

Have you ever been employed by the Oakwood I.S.D.? ☐ yes ☐ no

If yes, date of employment: Position held: _____

Are you related to any current or former Oakwood I.S.D. employee(s)? ☐ yes ☐ no

If yes, give the employee(s) name and how you are related. _____

Are you related to any member of the Oakwood I.S.D. School Board? ☐ yes ☐ no

If yes, give the Board Member's name and how you are related. _____

Do you use the tobacco products in any form? ☐ yes ☐ no

AN EQUAL OPPORTUNITY EMPLOYER

REFERENCES

List five recent references: Superintendents, principals, or supervisors for whom you have worked, who have first-hand knowledge of your work experience.

Name	Position	Complete Address (include zip)	Phone

Contact Telephone Number _____

AGREEMENT

I hereby certify that the information that I have provided to the best of my knowledge is true, accurate and complete. Any misrepresentation or omission of facts shall be sufficient cause for disqualification of the application or termination of employment. Furthermore, it is understood that this application and records become the property of Oakwood I.S.D. which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of Oakwood I.S.D. now in force and effect or as they may change during my employment, if I am employed by Oakwood I.S.D.

I hereby authorize Oakwood I.S.D. to conduct work history, references, or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Received _____ Acknowledgment Date _____ Computer Input _____ Addendum _____

Interviewer _____ Date of interview: _____



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ADDENDUM TO APPLICATION

Confidential

Employment with Oakwood I.S.D. is contingent upon a satisfactory clearance of an investigation of record for felony or misdemeanor conviction in compliance with TEC 22.083. By completing this Addendum to Application for employment with Oakwood I.S.D., I hereby authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply to Oakwood I.S.D. any information concerning my background in connection with employment consideration, and I release them from any liability and responsibility arising from doing so.

A copy of this authorization may be accepted with the same authority as the original.

Social Security No:

Full Name: _____
Last First Middle

Maiden or other name(s) used in any and all other records of birth or records of residence.

Sex: Male Female Ethnicity: Black White Other

Date of birth:

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility, but will be used solely for the purpose of obtaining criminal history record information.

Signature

Date

OFFICE USE ONLY

Information entered _____ Inquiry returned from DPS _____ Record Clear _____

APPLICANT BACKGROUND INFORMATION

Conviction of a crime is not an automatic bar of employment. The School District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

The following broad definition of moral turpitude is given to assist you in responding to the inquiries:

Moral turpitudes is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons including, but not limited to, acts such as theft, attempted theft, murder, rape, swindling, and indecency with a minor.

PLEASE RESPOND TO THESE INQUIRIES:

1. Have you ever been convicted of a felony, or any offense involving moral turpitude?

Yes ☐ No ☐

If yes, please explain: _____

2. Have you ever been convicted of a felony or any offense involving moral turpitude and received probation?

Yes ☐ No ☐

If yes, please explain: _____

3. Has any court ever received a plea of guilty or a plea of nolo contendere (no contest) from you for any felony, misdemeanor, or any offense involving moral turpitude? Have you ever received deferred adjudication or have you been placed on probation for any offense, felony or misdemeanor?

Yes ☐ No ☐

If yes, please explain: _____

4. Are you a U.S. Citizen? Yes ☐ No ☐

If no, do you have permission to stay in the U.S. permanently? Yes ☐ No ☐

5. Why do you desire to leave your present position, or why did you leave your last position?

6. Have you ever been involuntarily terminated or asked to resign from prior employment?

Yes ☐ No ☐

If yes, please give the name of the employer, the date, and the reason for the termination or request for resignation.

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

City/Town

County

State

**TEACHING AND/OR OTHER
EDUCATIONAL PROFESSIONAL
EXPERIENCE**

(Begin with most recent experience)

From Mo./Yr.	To Mo./Yr .	Yrs. Exp.	Grade level/ Subject/ Position	Name/Address of School District and Campus or Organization	Reason for Leaving	Supervisor's Name/Title	Supervisor's Current Phone

* Original service records
are required at the time of
employment.

**NON-EDUCATIONAL
EXPERIENCE**

(Begin with most recent experience)

From Mo./Yr.	To Mo./Yr .	Yrs. Exp.	Grade level/ Subject/ Position	Name/Address of Company	Reason for Leaving	Supervisor's Name/Title	Supervisor's Current Phone

EDUCATION *

Colleges and Universities Attended	City	State	From	To	Major	Minor	Degree Received	Date

High School attended _____
 (include city & state)

Date of High School Graduation _____

* Official transcripts are required at the time of employment.

PROFESSIONAL CERTIFICATION INFORMATION

Type of certificate _____	Certificate # _____	Date Issued _____	Expiration Date _____
Administrative _____	Counseling _____	Secondary _____	Elementary _____
			Supervisory _____

Other Certificates and/or endorsements _____
