



## Clarendon Consolidated Independent School District

416 South Allen/PO Box 610  
Clarendon, Texas 79226  
(806) 874-2062 FAX (806) 874-2579

### TO THE APPLICANT:

We appreciate your interest in a position with the Clarendon Consolidated Independent School District. A blank application is enclosed for your use. If you are disabled, please advise the District of any need for reasonable accommodation.

### GENERAL INFORMATION

Application forms are sent to all who request them. If there is not an immediate vacancy for which you are qualified, your application will receive consideration as vacancies occur for a period of ONE YEAR. You will need to reactivate your application after twelve months for continued consideration.

The application becomes the property of the Clarendon Consolidated Independent School District which reserves the right to accept or reject it. Submission of an application authorizes the school district to contact the references listed on the application for employment from any pertinent source and authorizes any law enforcement agency, including, but not limited to, any police department or the Department of Public Safety as well as the Texas Department of Corrections to furnish the school district any such record.

### APPLICATION FORM

1. All information called for on the **application form** should be filled out accurately, completely and the application must be signed.
2. Enclose a complete **transcript** of all college and university work. If a transcript is not available, write the Registrar of your college to send it to us at once.
3. Enclose a copy of your virtual teacher certificate from the State Board of Educator Certification website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us). If not certified, please enclose a letter from the college certification officer indicating completion and recommendation for certification.
4. Enclose a **copy of your teacher service record**.
5. Be sure to list the **references** requested. Include full names, titles and correct addresses (*including ZIP codes*) of all references. Unsolicited letters of reference are not encouraged. Confidential inquiry from references will be solicited by the Administration Office.
6. Please notify the Administration Office if you have a change of name, address, or telephone number.

### PERSONAL INTERVIEWS

*It is not possible to interview every applicant interested in a teaching position in Clarendon C.I.S.D. Interviews will be arranged based on known needs in the various teaching fields. After careful evaluation of the application and the information required as listed above, the applicants best suited to our needs will be selected for personal interviews.*

**OVER**

## APPOINTMENT TO POSITIONS

### 1. **Basis of appointment**

The appointment of any person to any position shall depend solely upon qualifications as opposed to date of filing application, race, color, sex, national origin, age, religion, marital status, veteran or military status, disability, or any other legally protected status.

### 2. **Time of appointments**

Appointments to positions are made at any time of the year as the need arises but occur more frequently during the spring and summer. For this reason, there is no established date after which applications are not considered.

### 3. **Degrees and Certificates**

According to the laws of the State of Texas, every person paid for instructional work in the public schools must have registered a valid Texas Teacher's Certificate with the Superintendent of Schools of that district. An applicant must have at least a bachelor's degree from an accredited college or university. Exceptions to the degree rule may be made for teachers of vocational and trade classes who submit trade and industrial training records and other applicants accepted into programs which comply with Texas Education Agency requirements. Graduates of a Texas college or university should apply through the Certification Office of the college to secure a Texas Teacher Certificate.

**Out of State Certification** Those who have out-of-state certification need to work directly with the Administration Office to obtain Texas Certification at the time of employment. This process is now completed through the on-line process of the State Board of Educator Certification (SBEC) website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us). Educators certified in another state or country may apply for a One-Year or Standard Certificate following a review of credentials by SBEC. The following must be on file in the Administration Office, documenting your progress through this process: official transcripts, copy of the out-of-state certificate, and a copy of the on-line payment for certification to SBEC. After completion of these requirements, SBEC will issue a one-year Texas Teacher's Certificate and a deficiency plan which must be met. In most cases, the deficiency will be only the TeXES test. This test is administered by the National Evaluation System, Inc., and there will be an ADDITIONAL fee for each test.

### 4. **Offer of employment (Contract)** An offer of employment is given the applicant subject to the Superintendent or his designee's recommendation and approval by the Board of Trustees as required by state law. Professional employees are employed by contract for a term of one year. The first three years of continuous employment in the District are considered to be a probationary period.

### 5. **Career Ladder** If employed, employee agrees to waive career ladder standing.

## SALARIES

A "single schedule" of salaries is in operation in the Clarendon schools, which means that the salary of a professional employee is determined by his/her preparation and experience without regard to whether he/she teaches kindergarten, elementary, junior or senior high school. The initial salary is determined entirely by the salary schedule. Salary increases are determined by Board approved general pay increases determined annually and such other regulations as may from time to time be enacted to govern such increases. Financial conditions in the state of Texas and Clarendon CISD will of necessity influence all salary adjustments. Salaries are paid in twelve equal monthly installments throughout the calendar year on or about the 25th of the month.

## RETIREMENT

All employees must participate in the Texas State Teacher Retirement System.



APPLICATION FOR **PROFESSIONAL POSITION**

CLARENDON C.I.S.D.

416 S. Allen P.O. Box 610 Clarendon, TX 79226 (806) 874-2062 FAX (806) 874-2579

Applicants for positions in the Clarendon Consolidated Independent School District shall complete this form and return it along with a copy of your transcript of college credit and teaching certificates. Any additional information such as a placement folder or a resume may also be included if desired.

**PLEASE PRINT OR TYPE SECTIONS I-VI**  
**SECTION I: PERSONAL INFORMATION**

Name	Last	First	Middle		
Present Address	Street	City	State	Zip Code	Telephone
Permanent Address	Street	City	State	Zip Code	Telephone

Phone where message could be left \_\_\_\_\_ e-mail address: \_\_\_\_\_

Name used on records if different from present name: \_\_\_\_\_  
(to be used for certification, criminal history record and reference checks)

Date Available \_\_\_\_\_

Have you been employed by Clarendon CISD in the past?  Yes (Provide dates of employment) \_\_\_\_\_  No

**LEVEL DESIRED (IN ORDER OF PREFERENCE)**

(Enter number in box - Use "1" for 1st choice; "2" for 2nd choice; "3" for 3rd choice)

\_\_\_\_\_ **ELEMENTARY (PK-5)** \_\_\_\_\_  
(List Grade/Subject in order of Preference)

\_\_\_\_\_ **JUNIOR HIGH (6-8)** \_\_\_\_\_  
(List Grade/Subject in order of Preference)

\_\_\_\_\_ **HIGH SCHOOL (9-12)** \_\_\_\_\_  
(List Grade/Subject in order of Preference)

\_\_\_\_\_ **SPECIAL EDUCATION** \_\_\_\_\_ **Elem.** \_\_\_\_\_ **Jr. Hi.** \_\_\_\_\_ **H.S.**  
(List Area(s) of Specialization) (List level(s) in Order of Preference)

\_\_\_\_\_ **OTHER - Such as Administrator, Counselor, Librarian, Nurse, Speech Therapist, etc.** \_\_\_\_\_

\_\_\_\_\_ **BILINGUAL - List Language(s) (other than English) that you speak, read and write fluently.**  
(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

**ACTIVITIES - (Check the following which you are able to coach, direct, or sponsor.**

Check "B" for Boys and/or "G" for Girls.)

Baseball	B	Golf	B	G	Cheerleaders	_____	Yearbook	_____
Basketball	B	Tennis	B	G	UIL Academic	_____	Other	_____
Cross Country	B	Track	B	G	Dramatics	_____		
Football	B	Softball	G		Student Council	_____		

**SECTION II: CERTIFICATION**

Check one or more of the boxes below:

- I am fully certified to teach in the state of Texas and have attached a copy of appropriate credentials. (resource: www.sbec.state.tx.us)
- I am fully certified to teach in another state and have attached a copy of my credentials.
- I am currently seeking Texas certification in the following:

Grade Level	Subject
_____	_____
_____	_____
_____	_____
_____	_____

**Name and address of school where you completed student teaching:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION III: EDUCATION/TRAINING**

**UNIVERSITIES ATTENDED: Begin with the most recent.**

Name of School and Location	Dates of Attendance	Course of Study Major/Minor Fields or Specialization	Diploma, Degree of Certificate	Year Graduated	Grade Pt. Average

**SECTION IV: WORK EXPERIENCE - Begin with the most recent. Account for all periods of employment.**

How many years of teaching experience, including this year, do you have? \_\_\_\_\_  
 (Full-time teaching in college, public school, or in an accredited private school is creditable.)  
 May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No Current Salary \_\_\_\_\_

Date of employment: From \_\_\_\_\_ to \_\_\_\_\_  
 Name of Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_  
 Name of Immediate Supervisor \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Title of Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Description of work performed: \_\_\_\_\_

Date of employment: From \_\_\_\_\_ to \_\_\_\_\_  
 Name of Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_  
 Name of Immediate Supervisor \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Title of Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Description of work performed: \_\_\_\_\_

Date of employment: From \_\_\_\_\_ to \_\_\_\_\_  
 Name of Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_  
 Name of Immediate Supervisor \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Title of Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Description of work performed: \_\_\_\_\_

Date of employment: From \_\_\_\_\_ to \_\_\_\_\_  
 Name of Employer \_\_\_\_\_ Employer's Address \_\_\_\_\_  
 Name of Immediate Supervisor \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Title of Position Held \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Description of work performed: \_\_\_\_\_

**SECTION V: GENERAL INFORMATION**

A. List hobbies, community activities, outside interests, other language(s) spoken/read which might enhance your ability to perform the job you seek. 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

B. Do you have a relative serving on the Clarendon School Board or employed in any capacity?  
 Yes  No (If yes, please complete information below)

Name of Relative	Position	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or 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.)

D. Have you ever been involuntarily terminated or asked to resign from the employment of another school district?  
 Yes  No If yes, please give the name of the district, the date, and the reason for the termination or request for resignation. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION VI: REFERENCES** -- Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance.

NAME	MAILING ADDRESS INCLUDE CITY, STATE, ZIP	AREA CODE PHONE NO.	POSITION
	-----	-----	
	-----	-----	
	-----	-----	
	-----	-----	
	-----	-----	
	-----	-----	
	-----	-----	
	-----	-----	

**SECTION VII: PLEASE EXPRESS**, (1) your philosophy of education, and (2) your reasons for selecting the Clarendon Schools for employment application.

---



---



---



---



---



---



---

**SECTION VIII: AGREEMENT - - READ CAREFULLY BEFORE SIGNING:**

I certify that all statements made in this application and any attachments are true, accurate, and complete. Any misrepresentation, omission, or falsification of information requested in this application shall forfeit my right to be considered for employment and may be used as just cause for dismissal from the Clarendon Consolidated Independent School District. I further agree to observe all rules, regulations and policies of the District now in force and effect or as they may change during my employment, if I am employed by the District.

I hereby authorize the Clarendon Consolidated Independent School District to make any investigations of my background deemed necessary. I authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply all information concerning my background and to furnish records thereon or to deliver any relevant answers or information, and I hereby release all agencies, firms or individuals and the CCISD, its agents and employees from any and all liability or responsibility arising from furnishing such information. I understand if I should be employed by CCISD, I must waive my career ladder status earned prior to my employment at CCISD. This application becomes the property of the district. The district reserves the right to accept it or reject it. This application shall be considered for twelve months. You will need to reactivate your application after twelve months for continued consideration.

I represent to the Clarendon C.I.S.D. that I have read and fully understand the above application and release.

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
Signature of Applicant

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

**-- AN EQUAL OPPORTUNITY EMPLOYER --**



# **Clarendon Consolidated Independent School District**

**P.O. Box 610  
Clarendon, Texas 79226**

**(806) 874-2062**

## **Reference Release Form**

In order for the Clarendon C.I.S.D. to comply with the Open Records and Privacy Act, it is necessary for you to complete the reference release form below which allows the District to request references. Your signed release will be attached to the reference forms sent.

I, the undersigned, hereby authorize any individual, former employer, firm, or corporation identified as a reference or employer to answer all questions that may be asked, either orally or written, and provide all information that may be sought in connection with my work habits, character, or skills. I am aware that the information provided is confidential and will not be available to me. I will not hold the individual or organization liable for the information submitted. A copy of this authorization shall be valid as the original.

Name: \_\_\_\_\_  
(Printed)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Written)

**CLARENDON C.I.S.D.  
Criminal History Record Information**

***Read and Sign This Disclosure FIRST***

In connection with my employment or application for employment with Clarendon CISD, I understand that CCISD may procure, or cause to be procured, a consumer report, excluding credit information, but including public record information, on me as part of the process of considering my status or candidacy as an employee.

X \_\_\_\_\_  
Signature of Acknowledgment Date

Texas Education Code 22.083 authorizes a school district to obtain the criminal history record of every applicant for employment with Clarendon Consolidated Independent School District. Therefore, as a part of your application process, you need to complete the following questions:

PLEASE PRINT:

1. Full Name: \_\_\_\_\_  
(Last) (First) (Middle)
2. Any previous/maiden name(s): \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_
4. Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
(If you have an out-of-state license, you will need to complete the criminal history check for out-of-state applicants in addition to this form.)
5. Sex (circle one): M F Race (circle one): White/Other Black Hispanic
6. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)
7. Mailing Address: \_\_\_\_\_  
(Mailing Address) (City) (State) (Zip)

I hereby authorize Clarendon C.I.S.D. and/or its agent(s) to obtain a complete criminal history record on me. CCISD is authorized to use any source including, but not limited to, consumer reporting agencies, private investigators, police departments, the Texas Department of Public Safety, and the Texas Department of Corrections. I also authorize any of these agencies to release information regarding my criminal history.

I understand the information I am providing about age, sex, ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information. I further understand that information from my criminal history or public record report will not be used in violation of any applicable federal or state equal employment opportunity laws.

X \_\_\_\_\_  
Signature of Applicant Date

**THIS FORM WILL BE REMOVED FROM THE APPLICATION AND FILED SEPARATELY IN THE ADMINISTRATION OFFICE.**



# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a Computerized 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.  
APPLICANT or EMPLOYEE NAME (Please print)

Because the name-based information is not an exact search and 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 below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

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

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

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: _____	
Hire _____	Not Hired _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

## 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:

- 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: \_\_\_\_\_.

---

### 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.

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

\_\_\_\_\_  
County

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

---

*(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 unsworn declaration.\**

---

\*This form will be processed separately and not shared with the hiring manager.

Approved by the Texas Commissioner of Education, October 2017.