



Valley View ISD
9701 S. Jackson
Pharr, Texas 78577
(956) 843-2689
FAX: (956) 843-7501

FOR OFFICE USE
Position applying for _____
Meets minimum requirement _____
Campus/Dept sent to- Date _____
DPS _____

To: Valley View ISD

From: *Applicant for PARA-EDUCATOR AND/OR SECRETARY*

Reference: Checklist of Enclosed Credentials

To satisfy requirements issued by the State of Texas and the Valley View Independent School District, I am enclosing the following credentials. **I understand that if any items listed below is not included, my application will be incomplete and I will not be considered for employment.**

Checklist:

- Application
- Copy of Transcript/Associate Degree/High School Diploma/GED
- Resume
- Two (2) letters of Recommendations
- Items not checked were requested and will be forwarded to you by:

Signature of Applicant

Date

The contents of this packet are not intended to create any contractual or other legal rights and are to be provided for employment consideration

Valley View Independent School District
9701 S. Jackson
Pharr, Texas 78577
(956) 843-2689 or (956) 843-3002

EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, veteran or military status, the presence of medical condition, disability or any other legally protected status. All paraprofessionals and auxiliary positions shall be opened first to the residents of the District. Residents must have lived in the district at least 6 months prior to employment.

An Equal Opportunity Employer

Personnel Data	Date of Application _____ Social Security Number _____	
	Name _____ <small style="display: block; text-align: center;">Last First Middle Initial</small>	
	Mailing Address _____ <small style="display: block; text-align: center;">Street/Box City State Zip Code</small>	
	Physical Address _____ <small style="display: block; text-align: center;">Street/Box City State Zip Code</small>	
	Other address where you may be reached _____	
	Work Phone _____	Cell # _____ Home _____
	Phone _____	
Other name that may appear on records _____ <small style="text-align: right;">(Used only for reference checks)</small>		

Position Data	List the position(s) you are applying for _____
	Type of Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Only
	Date you can begin work _____
	Have you been employed by Valley View ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you answered yes, provide dates of employment _____

Education/Training	Check the highest level of education attained:			
	<input type="checkbox"/> Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12 <input type="checkbox"/> High School graduate <input type="checkbox"/> GED <input type="checkbox"/> Less than two years of college <input type="checkbox"/> Two or more years of college <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Other training or education _____ Licenses and certificates held _____			
	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year Graduated (College Only)

Revised: May 23, 2008

Work Experience	Provide a complete list of all positions you have held in the past 5 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach resume if available.			
	Employer and location	Position/title	Date employed	Reason for leaving

Special Skills	List specific skills and any machines or equipment you can operate. Include typing speed.	
	1. _____	2. _____
	3. _____	4. _____
	5. _____	6. _____

General Information	Do you reside within the Valley View Independent School District boundaries? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have a relative who serves on the Valley View ISD Board of Education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship:
	What languages do you speak? _____ Some____ Good____ Fluent____ Excellent____
	Do you have a relative who is employed by the Valley View ISD either by Consanguinity Kinship (Blood) or Affinity (Marriage)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship:
	Have you ever been arrested ? (give explanation of arrest) 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="checkbox"/> Yes <input type="checkbox"/> No If yes, please state where, when, and the nature of the offense, indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication: _____ _____ _____
	(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.)

References	List current or former supervisors as references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employments.				
	Full name of Reference	School District/firm name	Mailing address	Position/title	Area code/ Phone number

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 authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.</p>
	<p>_____</p> <p>Signature</p> <p style="margin-left: 300px;">_____</p> <p style="margin-left: 300px;">Date</p> <p>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 a period not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.</p>

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

Confidential*

The Valley View Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education §Code 22.083). The information requested below is necessary to obtain criminal history record information.

I hereby authorize the Valley View Independent School District to conduct investigation inquiries into police records, the date prison system, the Department of Public Safety, and/or any other criminal records to determine my acceptability for employment.

Please print.

Name _____
Last First Middle

Social Security Number _____ Date of Birth _____

Sex: [] Male [] Female

Ethnicity: [] 1. American Indian or Alaskan Native
[] 2. Asian or Pacific Islander
[] 3. Black, Not of Hispanic Origin
[] 4. Hispanic
[] 5. White, Not of Hispanic Origin

Driver's License Number _____

I understand that the information I am providing about age, sex, and 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 understand that if I am employed by Valley View Independent School District, I may be discharged from my position if the District obtains information of my conviction for a felony, or any offense involving moral turpitude, that I did not disclose to the District.

Signature

Date

* This form will be removed from the application and filed separately in the personnel office.



Valley View Independent School District

RECOMMENDATION FORM BY FORMER OR CURRENT EMPLOYERS



NOTE: Two references are required.

SECTION I: APPLICANT'S INFORMATION	REFERENCE INFORMATION:
Name of Applicant: _____	Reference Name _____
Social Security Number: _____	Title _____
Position Applying For: _____	Address _____

AUTHORIZATION STATEMENT

I have applied for employment with Valley View ISD. I authorize Valley View ISD to collect any information orally or in writing about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment/education. References, which become part of this application are to be regarded as confidential and shall not be revealed to me. Thank you for your assistance.

Signature of Applicant

Date

SECTION II. Please rate the applicant by checking the appropriate box below.

CHARACTERISTICS	EXCELLENT	STRONG	SATISFACTORY	BELOW AVERAGE	NO BASIS TO JUDGE
General appearance, appropriate dress, grooming					
Exercises professional judgment when absent from work					
Accepts constructive criticism					
Communicates information effectively					
Demonstrates good judgment					
Establishes personal growth and career goals					
Effectively diagnosis and addresses situations or conditions appropriately					
Displays a practical approach to problem solving					
Inspires cooperation and confidence					
Provides support and assistance when needed					
Is receptive to new ideas and changes					
Is knowledgeable and current in field					

SECTION III. For Teacher Position ONLY, please answer the following.

CHARACTERISTICS	EXCELLENT	STRONG	SATISFACTORY	BELOW AVERAGE	NO BASIS TO JUDGE
Handles matters in a fair and consistent manner					
Communicates student's successes and failures to parents					
Demonstrates knowledge of subject matter					
Demonstrates ability to identify and address student needs					
Uses a variety of instructional methods/strategies					
Assigns work which is relevant and purposeful					
Works well as part of an instructional team					
Encourages student performance consistent with ability					
Classroom management and organizational skills					

How long have you known the applicant? _____ In what capacity? _____

Would you employ the applicant for the position desired? _____

Indicate your relationship with the applicant: _____

Signature of Reference

Official Position

Date

Company/School District

() _____

Work Telephone

THANK YOU FOR YOUR COOPERATION.
PLEASE MAIL TO: Valley View ISD, Personnel Services Office, Rt. 1, Box 122, Pharr, TX 78577

THANK YOU FOR YOUR COOPERATION.
PLEASE MAIL TO: Valley View ISD, Personnel Services Office, Rt. 1, Box 122, Pharr, TX 78577