



## Valley View Independent School District

9701 S. Jackson, Pharr, Texas 78577

[www.vview.net](http://www.vview.net)

Phone: (956) 843-2689, Fax: (956) 843-7501



### APPLICATION FOR PROFESSIONAL EMPLOYMENT

Thank you for your interest in Valley View Independent School District. Please complete the enclosed application and attach copies of the information listed.

Application

Resume

H.O.U.S.E. (documents if applicable)

**FOR OFFICE USE**

Area of Certification \_\_\_\_\_ Area(s)HQ \_\_\_\_\_

ACP (tests passed) \_\_\_\_\_ Campus/Dept sent Date \_\_\_\_\_

Signature/Date \_\_\_\_\_

Date contacted applicant for missing documents \_\_\_\_\_

Copy of Teaching Certificate or letter from an Alternative Certification Program

Unofficial Copy of Transcript (Official required upon employment)

Copy of Service Record ( upon employment)

2 – 3 Recommendation Forms

Copy of past two years appraisal rating or supervisor's evaluation (If applicable)

**I understand that if I don't submit with my application copies of all items requested above, my application will be incomplete and I will not be considered for employment.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

Valley View Independent School District is an "Equal Opportunity Employer" and does not discriminate on the basis of race, color, religion, national origin, gender, disability, age or military status.

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

**EMPLOYMENT APPLICATION FOR PROFESSIONAL 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.

*An Equal Opportunity Employer*

<b>Personnel Data</b>	Date of Application _____ Social Security Number: <u>XXX – XXX -</u> _____
	Name _____ <small style="margin-left: 100px;">Last</small> <span style="margin-left: 200px;"><small>First</small></span> <span style="margin-left: 100px;"><small>Middle Initial</small></span>
	Current Address _____ <small style="margin-left: 100px;">Street/Box</small> <span style="margin-left: 150px;"><small>City</small></span> <span style="margin-left: 50px;"><small>State</small></span> <span style="margin-left: 50px;"><small>Zip Code</small></span>
	Mailing Address (if different from above) _____
	Work Phone _____ Cell Phone _____ Home Phone _____ Other _____
Other name that may appear on records _____ <small style="text-align: right;">(Used only for reference checks)</small>	

<b>Position Data</b>	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 _____

<b>Education/Training</b>	<b>Name and location of schools attended</b>	<b>Course of study and major/minor</b>	<b>Diploma, degree, certificate, or license held</b>	<b>Year Graduated (College Only)</b>

**EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL**

<b>Certification</b>	Certificate or license currently held <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State _____ <input type="checkbox"/> Texas Emergency <input type="checkbox"/> Texas One-Year: Expires _____ <input type="checkbox"/> Texas Temporary Administrative: Expires _____																							
	Areas of Specialization: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><input type="checkbox"/> Administrator</td> <td style="width: 33%; border: none;"><input type="checkbox"/> All-Level Art</td> <td style="width: 33%; border: none;"><input type="checkbox"/> Career/Technology (specify) _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Superintendent</td> <td style="border: none;"><input type="checkbox"/> All-Level Health and PE</td> <td style="border: none;"><input type="checkbox"/> _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Principal</td> <td style="border: none;"><input type="checkbox"/> All-Level Music</td> <td style="border: none;"><input type="checkbox"/> Nurse</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Mid-management Administrator</td> <td style="border: none;"><input type="checkbox"/> Librarian</td> <td style="border: none;"><input type="checkbox"/> Visiting Teacher</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Elementary</td> <td style="border: none;"><input type="checkbox"/> Counselor</td> <td style="border: none;"><input type="checkbox"/> Supervisor</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Elementary and Kindergarten</td> <td style="border: none;"><input type="checkbox"/> Special Education (specify) _____</td> <td style="border: none;"><input type="checkbox"/> Other (specify) _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Secondary (Jr./Sr. High)</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>			<input type="checkbox"/> Administrator	<input type="checkbox"/> All-Level Art	<input type="checkbox"/> Career/Technology (specify) _____	<input type="checkbox"/> Superintendent	<input type="checkbox"/> All-Level Health and PE	<input type="checkbox"/> _____	<input type="checkbox"/> Principal	<input type="checkbox"/> All-Level Music	<input type="checkbox"/> Nurse	<input type="checkbox"/> Mid-management Administrator	<input type="checkbox"/> Librarian	<input type="checkbox"/> Visiting Teacher	<input type="checkbox"/> Elementary	<input type="checkbox"/> Counselor	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Elementary and Kindergarten	<input type="checkbox"/> Special Education (specify) _____	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Secondary (Jr./Sr. High)	_____	_____
<input type="checkbox"/> Administrator	<input type="checkbox"/> All-Level Art	<input type="checkbox"/> Career/Technology (specify) _____																						
<input type="checkbox"/> Superintendent	<input type="checkbox"/> All-Level Health and PE	<input type="checkbox"/> _____																						
<input type="checkbox"/> Principal	<input type="checkbox"/> All-Level Music	<input type="checkbox"/> Nurse																						
<input type="checkbox"/> Mid-management Administrator	<input type="checkbox"/> Librarian	<input type="checkbox"/> Visiting Teacher																						
<input type="checkbox"/> Elementary	<input type="checkbox"/> Counselor	<input type="checkbox"/> Supervisor																						
<input type="checkbox"/> Elementary and Kindergarten	<input type="checkbox"/> Special Education (specify) _____	<input type="checkbox"/> Other (specify) _____																						
<input type="checkbox"/> Secondary (Jr./Sr. High)	_____	_____																						

<b>Teaching Experience</b>	List teaching experience beginning with most recent years.			
	Name and location of schools	Type of Assignment	Dates Taught	Reason for leaving

<b>Other Work Experience</b>	Please provide a list of other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.			
	School district/firm name	Position/title	Dates employed	Reason for leaving

**EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL**

<b>Professional Data</b>	Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.
	Papers/articles published _____
	Seminars/workshops conducted _____
	Other related professional activities _____

<b>General Information</b>	List the languages that you speak _____ How fluent are you? Some _____ Good _____ Fluent _____ Excellent _____
	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: _____
	Have you ever been asked to resign, failed to be recommended or been discharged from a professional position? If yes, give details. Has your teaching certificate ever been suspended or has SBEC imposed sanctions against your teaching certificate? If yes, explain _____
	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.)

**List Professional references the district can contact regarding your work history. Please include all managers and supervisors who evaluated or supervised your performance at your last two employers. Applications without references will be considered incomplete and will not be processed for employment consideration.**

<b>References</b>	Full name of Reference	School District/firm name	Mailing address	Position/title	Area code/ Phone number

EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

<b>Verification</b>	<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 style="text-align: center;">_____ Signature</p> <p style="text-align: center;">_____ 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, data 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 \_\_\_\_\_ State \_\_\_\_\_

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 record 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



All forms are to be mailed to the personnel department by person filling out recommendation form.

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

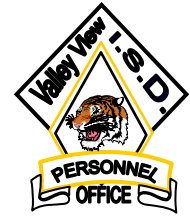
\_\_\_\_\_  
 Company/School District
 ( ) \_\_\_\_\_  
 Work Telephone

**THANK YOU FOR YOUR COOPERATION.**  
 PLEASE MAIL TO: Valley View ISD, Personnel Services Office, 9701 S. Jackson, Pharr, TX 78577



# Valley View Independent School District

## RECOMMENDATION FORM BY FORMER OR CURRENT EMPLOYERS



**All forms are to be mailed to the personnel department by person filling out recommendation form.**

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, 9701 S. Jackson, Pharr, TX 78577



# Valley View Independent School District

## RECOMMENDATION FORM BY FORMER OR CURRENT EMPLOYERS



All forms are to be mailed to the personnel department by person filling out recommendation form.

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, 9701 S. Jackson, Pharr, TX 78577

# VALLEY VIEW INDEPENDENT SCHOOL DISTRICT

"The District where all challenges are taken seriously!"

"Our number one CHALLENGE: "ACADEMIC EXCELLENCE OF ALL STUDENTS! "

## EMPLOYMENT PROCESS

Professional and substitute applications can be accessed and printed from our website: [www@vview.net](http://www@vview.net)

Paraprofessional and auxiliary applications can be obtained by picking one up from the Human Resource Office located at **9701 S. Jackson, Pharr, Texas 78577** or by calling our office at (956) 843-2689 or by e-mailing Perla Rodriguez at [prodriguez@vview.net](mailto:prodriguez@vview.net)

Thank you for your employment interest with Valley View Independent School District. To complete the application process, please follow the procedures indicated below and submit the required credentials to the Valley View ISD Office of Personnel at 9701 S. Jackson, Pharr, Texas 78577.

- 1 All the information requested on the application form needs to be filled out accurately and completely. Names, dates, addresses, starting and ending dates of employment and reason for leaving employment. Indicate N/A where information does not apply.
- 2 A resume must be included with the application.
- 3 An unofficial, current college transcript covering all college work and degree(s) earned must be included with the application. If employed, an official college transcript is required.
- 4 A copy of your Texas Teacher Certificate, out-of-state or college letter indicating you have applied for a teaching certificate needs to be submitted with your application. If you have enrolled in an Alternative Certification Program, a letter of acceptance from the Program Office must be included with your application.
- 5 Experienced applicants must include copies of your two most recent PDAS evaluations or evaluation instruments used to evaluate your performance. Student interns must include copies of appraisals completed by university supervisors and mentor teachers.
- 6 2-3 recommendations forms must be turned in with your application. **Recommendations forms are to be detached from the application and disseminated to people you are wishing to obtain a recommendation from. People filling out the recommendation form need to mail in the form to the address indicated above. It is strongly recommended that you provide a self-addressed stamped envelope to each of your references.**
- 7 Employment references with contact information must be included in your application. Applications without references will be considered incomplete and will not be processed for employment consideration.
- 8 All credentials and information indicated in steps (1-7) must be filled out accurately and turned in to the Human Resources Office in order for your application to be processed and to be considered for employment. Your application will be kept active for 1 year. All applications two years old are purged from our files. Campuses and departments where vacancies exists will contact and schedule applicants for interviews once applications have been processed and cleared by the department of personnel. Only applicants cleared by the personnel department will be interviewed.
- 9 All employment inquiries must be directed to the Office of Human Resources and not to any campus or department. Only applicants selected and approved by the Board of Trustees will be contacted and notified of employment recommendation.
- 10
- 11

