

Dear Applicant:

Thank you for your interest in applying with United Day School. All candidates who file an application with us are given consideration for employment as vacancies occur. However, the procedures listed below *must* be followed in order for an application to be accepted.

### INSTRUCTIONS

I. Submit the following items listed below along with your **completed** application to UDS.

- A. A criminal background check from the Sheriff's Department is required to be submitted with your application. Out of town applicants must obtain a clearance from the city or town they currently live in.
- B. A minimum of **3** recommendation names must **be submitted** by individual listed on the application.

### **\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\***

II. Mail or Deliver the completed application to:

**MAIL TO: United Day School**

**Attn: Personnel**

**1701 San Isidro Parkway**

**Laredo, Texas 78045**

III. Head of School will review applications as vacancies occur and set up appointments for interviews as needed.

IV. **Applications are active for only one year.** An updated application must be received in our office on a yearly basis to remain active for future consideration for employment. An updated criminal history record check and updated work references must be resubmitted to the Personnel Department. If this is not received, then your application will become inactive after one year.

**United Day School**  
*An Equal Opportunity Employer*  
**Employment Application for Para Professional Personnel**  
Personnel Department  
1701 San Isidro Parkway, Laredo, TX 78045  
(956) 723-7261 / FAX (956) 718-4048

**PERSONAL INFORMATION**

Date of Application: \_\_\_\_\_ Date Available for Employment: \_\_\_\_\_

Position Applied For \_\_\_\_\_

Referral Source:  Advertisement       Friend       Relative       Walk-In  
 Employment Agency       Other \_\_\_\_\_

Legal Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*Last                      First                      Middle*

Address: \_\_\_\_\_  
*Street                      City                      State                      Zip Code*

Permanent Address: \_\_\_\_\_  
*Street                      City                      State                      Zip Code*

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Business/Work Telephone: (\_\_\_\_) \_\_\_\_\_

Are you employed now?  Yes       No      May we contact your present employer?  Yes       No

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full Time       Part-Time?

Have you been convicted of a felony within the last 7 years?  Yes       No

Have you ever been involuntarily terminated, asked to resign, or resigned due to employee misconduct from any previous employer? \_\_\_ Yes \_\_\_ No

If yes, give the name of your prior employer, date and reason(s) for such action:  
\_\_\_\_\_  
\_\_\_\_\_

Indicate languages you speak, read, and or write indicate strength (Fluent, Good, or Fair)  
\_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer & Address	Phone Number	Dates Employed From / To	Job Title Work Performed	Supervisor/Principal	Reason for Leaving

If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experience.

\_\_\_\_\_

\_\_\_\_\_

List professional, trade, business or civic activities and offices held. \_\_\_\_\_

**EDUCATION**

**COLLEGE** (Please attach a copy of your official college transcripts)

	Elementary				High School				College/University				
School Name													
Years Completed Degree	4	5	6	7	8	9	10	11	12	1	2	3	4
Diploma/Degree													
Describe Course Of Study													
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities													

**Honors Received:** State any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_

\_\_\_\_\_

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Application's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of one year. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

## CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION

I authorize United Day School to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for employment.

*In order to obtain a criminal check you must be 18 years or older.*

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_

Sex: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*Male or Female*

Race: \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
*(White, Black, Hispanic, etc.)*

Date of Birth: \_\_\_\_\_  
*(Numeric Month/Day/Year)*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 21.917 Access to Police Records of Employment Applicant

(a) A school district is entitled to obtain criminal history record information that relates to an applicant for employment with the district if, at the time of the request for the information, the district submits to the custodian of the information a signed statement from the employment applicant authorizing the district to obtain the information.

(b) A school district may obtain information under this section from any law enforcement agency, including a police department or the Department of Public Safety, or from the Texas Department of Corrections.

(c) A school district may use information obtained under this section only for the purpose of evaluating applicants for employment.

