



Monte Alto Independent School District

//////////////////////////////////// "Where Every Child Is A Winner" //////////////////////////////////////

APPLICATION FOR PROFESSIONAL EMPLOYMENT

PLEASE TYPE OR PRINT IN INK

**MONTE ALTO
INDEPENDENT SCHOOL DISTRICT**
25149 1ST Street Monte Alto, TX 78538 • (956) 262-1381

PERSONAL INFORMATION

Date of application: _____ Date available for employment: _____
 Legal Name: _____ Soc. Sec. No: _____
 Permanent Address: _____
 Home Telephone: (____) _____ Permanent/Business/Office Telephone: (____) _____

POSITION INFORMATION

Check all positions for which you are applying:

- | | | |
|--|--|---|
| <input type="checkbox"/> ELEMENTARY, Grades _____ | <input type="checkbox"/> Middle School, Grades 6-8 | SUPPORT PERSONNEL |
| <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Counselor | <input type="checkbox"/> Administrator <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Bilingual Education | <input type="checkbox"/> Special Education | <input type="checkbox"/> Teaching Fields: _____ |
| <input type="checkbox"/> Nurse | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other _____ | | |

EDUCATIONAL BACKGROUND

HIGH SCHOOL _____ **GRADUATE:** ____ YES ____ NO
City, State _____

COLLEGE (Attach a copy of your official college transcripts)

Name of Institution	Location	Dates Attended	Date of Graduation	Level of Degree	Level of Degree/Diploma	Major	Minor

CERTIFICATE AND LICENSE INFORMATION

Type of Certificate/License Attach a copy of your certificate/license	Teaching Fields	Date Issued	Date Expires	State

HUMAN RESOURCES OFFICE USE ONLY

Application received _____ **References Processed** _____ **Certification** _____
Interviewed by _____ **Date** _____ **Assignment** _____ **Location** _____
Location of Interview _____ **Re-Interview** _____ **Beginning Date** _____ **Approved by** _____

**MONTE ALTO INDEPENDENT SCHOOL DISTRICT
ADDENDUM TO APPLICATION**

WAIVER FOR CRIMINAL HISTORY RECORD INFORMATION

Dear Applicant:

State law requires a school district to obtain a criminal history record on all applications that are to be considered for employment. School districts may obtain this information for any law enforcement agency.

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

I understand that if I am employed by the Monte Alto 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.

COMPLETE INFORMATION BELOW AND RETURN WITH APPLICATION

Full Name: _____

Date of Birth: _____ TX Driver's Lic. # _____

SS# _____ Sex: (Circle One) F or M

Race: White _____ Black _____ Hispanic _____ Other _____

Criminal Record history is privileged information and is for the use of the district and the Texas Education Agency.

Signature

Date

MONTE ALTO INDEPENDENT SCHOOL DISTRICT REFERENCE CHECK

SECTION I. INSTRUCTIONS TO THE APPLICANT:

- Complete reference information.
- **Read** and **SIGN** the **Authorization Statement** below.
- **ON THE REVERSE SIDE**, enter the current mailing Address, and Phone # of your former supervisor/instructor.
- **RETURN Reference Check** with Application to Human Resources

Applicant Name _____

Social Security # _____

Position Applying for: _____

_____ Reference Name	_____ Title in relationship to applicant
_____ Company/School	_____ Telephone

AUTHORIZATION STATEMENT

I have applied for employment with Monte Alto ISD. I authorize MAISD 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. Thank you for your assistance.

Signature

Date

SECTION II. TO BE COMPLETED BY EVALUATOR:

PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	NO BASIS TO JUDGE
General appearance, appropriate dressing, grooming				
Exercise professional judgment in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgment				
Establishes personal growth and career path				
Effectively diagnoses and addresses situation or conditions				
Displays a practical approach to problem solving				
Inspires cooperation and confidence				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

SECTION III. FOR TEACHER POSITIONS ONLY, PLEASE ANSWER THE FOLLOWING:

PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	NO BASIS TO JUDGE
Handles discipline matters in a fair and consistent manner				
Communicates student's successes and failures to parents				
Demonstrates knowledge of subject matter				
Demonstrates ability to diagnose and address student needs				
Encourages student performance consistent with abilities				
Uses a variety of instructional methods				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				

How long have you known the applicant? _____ Would you employ the applicant for the position desired? _____

Signature

Official Position

Date

**Evaluator: Thank you for your cooperation. Please refold, staple and mail to:
MAISD, 25149 1st Street Monte Alto, TX 78538**

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