



COVINGTON INDEPENDENT SCHOOL DISTRICT

501 N. Main St. • Covington, TX 76636 • (254) 854-2215
Fax (254) 854-2272

Instructions for completing CISD Application for Support Staff

1. Completed Application Form

All information requested on the application form should be filled out accurately and completely. Names, dates and addresses should be given in full. Put N/A where information does not apply. Upload the application along with any required documents to School Spring at <https://www.schoolspring.com/login/signupmember.cfm?>. If you have any questions, please contact us at (254) 854-2215 ext. 10.

2. Completed Criminal History Record Information Addendum

The Covington Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested on the form is necessary to obtain criminal history record information.

3. Completed Pre-Employment Affidavit for Applicant

4. High School Diploma/GED Certificate/College Transcripts

A High School Diploma or GED Certificate is required for all positions *except general cafeteria worker, general maintenance worker, bus driver, and custodian*. It is your responsibility to see that copies of a High School Diploma/GED Certificate and/or college transcripts are included with the application.

5. Requirements for Instructional Paraprofessionals (Aides)

All instructional paraprofessionals in a program supported with Title I funds must have a high school diploma or equivalent. One of the following is required: You must have completed two years of study at an institution of higher education; obtained an associate's (or higher) degree; or met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

6. Employment Eligibility Verification

If you are offered employment, it is your responsibility to provide evidence of identity and employment eligibility. The following documents **will be required at the time of employment**. Please do not submit these items until offered a position.

Copy of Driver's License and Social Security Card
Completed Form I-9 and valid identification according to Form I-9
Completed W4 for current year

7. Interviews

Interviews are scheduled by the hiring administrator by appointment only.

8. Application Status

Applications remain active for one year and are then retained for two years. Applicants desiring consideration in years subsequent to that in which the application was submitted should make that interest known in writing annually.

9. Please keep us advised of any change of name, address or telephone number.

COVINGTON ISD EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

*An Equal Opportunity Employer**

Date of application _____																							
Personal Data	Name _____ <i>Last</i> <i>First</i> <i>Middle initial</i>																						
	Current address _____ <i>Street/Box</i> <i>City</i> <i>State</i> <i>ZIP Code</i>																						
	Other address where you may be reached _____																						
	Email address: _____																						
	Home phone _____ Cell phone _____ Other phone _____																						
Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>																							
Position Data	List the position(s) for which you are applying _____																						
	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 Covington ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No																						
If you answered yes, provide dates of employment _____																							
Special Skills	List specific skills, software proficiency, and any machines or equipment you can operate. Include number of years of experience.																						
	1. _____	4. _____																					
	2. _____	5. _____																					
	3. _____	6. _____																					
	Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach résumé if available.																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Employer name and location</td> <td style="width: 25%;"></td> <td style="width: 25%; padding: 5px;">Employer name and location</td> <td style="width: 25%;"></td> </tr> <tr> <td style="padding: 5px;">Position/title held</td> <td></td> <td style="padding: 5px;">Position/title held</td> <td></td> </tr> <tr> <td style="padding: 5px;">Dates employed</td> <td></td> <td style="padding: 5px;">Dates employed</td> <td></td> </tr> <tr> <td style="padding: 5px;">Supervisor's name and phone</td> <td></td> <td style="padding: 5px;">Supervisor's name and phone</td> <td></td> </tr> <tr> <td style="padding: 5px;">Reason for leaving</td> <td></td> <td style="padding: 5px;">Reason for leaving</td> <td></td> </tr> </table>				Employer name and location		Employer name and location		Position/title held		Position/title held		Dates employed		Dates employed		Supervisor's name and phone		Supervisor's name and phone		Reason for leaving		Reason for leaving
Employer name and location		Employer name and location																					
Position/title held		Position/title held																					
Dates employed		Dates employed																					
Supervisor's name and phone		Supervisor's name and phone																					
Reason for leaving		Reason for leaving																					

COVINGTON ISD EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

Work Experience	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
	Reason for leaving		Reason for leaving		
References	Please list references the district can contact regarding your work history.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number
Education/Training	List the highest level of education attained: _____				
	Licenses and certificates granted _____				

	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted		Year graduated



COVINGTON ISD EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

General Information	<p>Do you have a relative who serves on the Board of Education or is an employee of <i>Covington ISD</i>?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____</p> <p>_____</p> <p>Have you ever been 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</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(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.)</p>
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 above 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 required by Texas Education Code to review criminal history of applicants.</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 12 months. If you have not received a response during this time period, you may reapply or reactivate your application.</p>

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status.*

The district Title IX Coordinator is Dr. Christopher Heskett, Superintendent (254)854-2215 ext. 10.



**Covington Independent School District
Criminal History Record Information Addendum**

Confidential

The Covington Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

PLEASE PRINT.

Full Name: _____
Last First Middle Other

Mailing address: _____
Street City State Zip

Maiden Name: _____ Mother's maiden name: _____

Social Security number: _____ Date of Birth: _____

State of Birth: _____

Driver's License Number: _____ State: _____

Sex: Male Female Ethnicity: African American (but not of Hispanic origin)
 White (but not of Hispanic origin)
 Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central and South America or other Spanish culture or origin regardless of race.)
 Asian or Pacific Islander
 American Indian

Position applied for: _____

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.

Signature

Date