



Medina Valley Independent School District

To: MVISD Applicants
From: MV Personnel Department
Re: Applications

Dear Applicant,

Thank you for downloading an employment application from www.mvisd.com. The following application has been designed to allow you to type your information in each field. Since we require a signed application for processing, we ask that you please print out and sign where necessary. You may then choose to either mail or fax in your application.

Medina Valley ISD – Personnel Department

8449 FM 471 South

Castroville, TX 78009

Tel: (830) 931- 2243 Fax: (830)931- 4050

Thank you for your interest in our district.

Medina Valley Employment Application for Service and Support Personnel

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application _____ Social Security number _____																						
	Name _____ <small style="display: flex; justify-content: space-between;">LastFirstMiddle initial</small>																						
	Current address _____ <small style="display: flex; justify-content: space-between;">Street/BoxCityStateZIP Code</small>																						
	Other address where you may be reached _____																						
	Work phone _____		Home phone _____																				
Other name that may appear on records _____ <small>(Used for certification, reference, and criminal history record 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 MVIDS 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 (list last grade completed): _____																						
	<input type="checkbox"/> High school graduate		<input type="checkbox"/> GED																				
	<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:																						

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name and location of schools attended</th> <th style="width: 33%;">Course of study and major/minor</th> <th style="width: 33%;">Diploma, degree, certificate, or license held</th> <th style="width: 11%;">Year graduated <small>(College only)</small></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated <small>(College only)</small>																
Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated <small>(College only)</small>																				

Medina Valley Employment Application for Service and Support Personnel

Work Experience	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.			
	Employer and location	Position/title	Dates employed	Reason for leaving
Special Skills	List specific skills and any machines or equipment you can operate. Include typing speed and number of years of experience.			
	1. _____		2. _____	
3. _____		4. _____		
5. _____		6. _____		
General Information	Do you have a relative who serves on the MVISD 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 convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or <u>any</u> 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 : _____ _____ _____ _____			
	(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.)			

Medina Valley Addendum for School Bus Driver Applicants

Each person who applies to be a bus driver must provide the following information at the time of application. Note: Bus drivers must pass a physical examination and drug test.

An Equal Opportunity Employer

Personal Data

Name _____ Phone number _____

Hours available for work _____ Driver's license number _____ Type _____

Do you have a Texas School Bus Driver Training Certificate? ! Yes ! No

Have you ever had a driver's license suspended, revoked, or cancelled? ! Yes ! No

If you answered yes, explain:

Are there any criminal charges or proceedings pending against you? ! Yes ! No

If you answered yes, explain:

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for any traffic violation? ! Yes ! No

If yes, state where, when, and the nature of the offense:

In the past two years, have you failed an employer's alcohol or drug test? ! Yes ! No

If you answered yes, explain:

Medina Valley Addendum for School Bus Driver Applicants

Driving Experience

Provide your work history information for the past 10 years on all jobs for which you were a driver of a commercial motor vehicle. List the most recent experience first. Continue on another sheet if necessary.

Employer address and phone	Kind of work	Dates employed	Reason for leaving

Verification

I hereby affirm that all the information provided in this application is true and accurate to the best of my knowledge and I understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I understand that the district is required by federal regulations to obtain alcohol and drug testing results from previous employers for two years prior to this application and required by Texas Education Code §22.084 and Transportation Code §521.022 (f) to conduct a criminal history record check.

Furthermore, I authorize the information I've provided to be used; previous employers to be contacted for investigative purposes; and release all parties from any liability for damage that may result from furnishing information to you.

Signature

Date

