



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 MVISD 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>																
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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 Employment Application for Service and Support Personnel

References	Please list 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.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code, phone number

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 authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.</p>
	<p>_____</p> <p>Signature</p> <p>_____</p> <p>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>	

CRIMINAL HISTORY RECORD INFORMATION REQUEST

Confidential*

The Medina Valley 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.

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Sex: Male Female Ethnicity: Black White/Other

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

- This form will be removed from the application and filed separately in the HR office.

2/14/2008