



# APPLICATION FOR PROFESSIONAL EMPLOYMENT

## RICHARDSON INDEPENDENT SCHOOL DISTRICT

400 S. Greenville Ave.

Richardson, Texas 75081

RISD is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, national origin, sex, age, religion, or disability status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services.

Social Security No. \_\_\_\_\_ Date Available \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

*Last*

*First*

*MI*

Are you legally entitled to work in the United States? Yes  No  U.S. Citizen Yes  No

If employed, you will be required to provide proof of your legal eligibility to work.

Please circle highest educational level:

*Bachelor*

*Master*

*Doctor*

Total years of creditable experience \_\_\_\_\_

Present Address:

Permanent Address: (if different)

Street \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (incl. area code) \_\_\_\_\_

Phone (incl. area code) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Business Phone (incl. area code) \_\_\_\_\_ Cell Phone (incl. area code) \_\_\_\_\_

Name of person to contact in locating you \_\_\_\_\_ Phone (incl. area code) \_\_\_\_\_

Are you a former RISD employee? \_\_\_\_\_ Resignation Date \_\_\_\_\_

### POSITION APPLIED FOR:

Teacher  
Pre K- Kindergarten

Teacher Secondary  
Special Ed.

Counselor

Administrator

Teacher  
Grades 1-3

Teacher  
Vocation Ed.

Speech  
Therapist

Principal  
Elementary

Teacher  
Grades 4-6

Teacher  
Bilingual

Program  
Specialist

Principal  
Secondary

Teacher Elementary  
Special Ed.

Teacher  
ESL

Diagnostician

Asst. Principal  
Elementary

Teacher  
Grades 7-8

Coach

Technology

Asst. Principal  
Secondary

Teacher  
Secondary

Librarian

Nurse

Psychologist

Other \_\_\_\_\_

### For Human Resources Use Only:

Date Rec'd	Letter	Appointment	
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DO NOT WRITE IN SHADED BLOCKS



## HONORS, AWARDS

List any academic and professional awards or honors you received, any extracurricular activities or organizations in which you participate(d) or belong(ed), and any professional, civic, or charitable organizations in which you are a member. You may exclude any activities or organizations that the names of which would reveal the race, religion, or national origin of its participants or members.

High School \_\_\_\_\_  
 \_\_\_\_\_

College \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Community and Professional \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## STUDENT TEACHING EXPERIENCE

Date \_\_\_\_\_ Name of School \_\_\_\_\_ Address \_\_\_\_\_  
 Cooperating Teacher \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Principal \_\_\_\_\_ Grade and/or Subject Taught \_\_\_\_\_  
 University Supervisor \_\_\_\_\_

## TEACHING EXPERIENCE (list in chronological order — most recent first)

FROM		TO		No. of Years	Full Time Part Time	Name of School with Complete Mailing Address	Name of Supervisor/Title and Telephone Number	Grade and/or Subject Taught	Reason for Leaving
Mo.	Yr.	Mo.	Yr.						

Have you ever been discharged from any employment, had a contract of employment nonrenewed, been asked to resign from your employment, or resigned from employment in lieu of discharge or nonrenewal?  Yes  No

If yes, provide a full description of the circumstances of the discharge, nonrenewal or resignation \_\_\_\_\_  
 \_\_\_\_\_

NON-TEACHING EXPERIENCE (list in chronological order — most recent first)					
Date: Mo. Yr.	Employer's Name, Address, Telephone Number with Area Code	Supervisor	Position/Brief Description of Work	Salary/ Rate of Pay	Reason for Leaving
From: To:					
From: To:					
From: To:					
From: To:					

**PROFESSIONAL REFERENCES (please print)**

Applicants are required to furnish at least four references. Applicants with teaching experience should include superintendents, principals, consultants and teachers as references. Beginning teacher applicants should include college instructors and public school supervisory teachers. Please do not list relatives.

Richardson Independent School District interprets the Open Records Law to read as follows: (1) an applicant will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee's personnel file. Place an asterisk beside any reference not to be contacted at the present time and indicate the time that a contact may be made.

Full Name of Reference	Position/ Place of Employment	Phone and Fax	Complete Address	City, State and Zip
		Phone #: Fax #:		
		Phone #: Fax #:		
		Phone #: Fax #:		
		Phone #: Fax #:		

**MISCELLANEOUS INFORMATION**

List relatives who are either employed by RISD or members of the RISD Board of Trustees and include the family relationship. \_\_\_\_\_

Have you ever been convicted of a crime or received deferred adjudication, probation or other deferred ruling for any crime (excluding minor traffic violations)? Yes  No

If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fine, probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. RISD conducts a criminal history check on all applicants for hire. Failure to fully disclose your criminal history, if any, will preclude further consideration of your application for employment. \_\_\_\_\_

**How did you learn about the Richardson Independent School District?**

- RISD Employee       RISD Website       Newspaper       Friend/Relative
- RISD Job Fair       Other Website       Former RISD Student       Other
- College Job Fair

Did you meet with an RISD interviewer on your university/college campus? Yes No

If yes, were you interviewed by an RISD recruiter on campus? Yes No

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

# Applicant Statement

*I certify that the information contained in this application is true and complete. I understand that any misstatement, omission, falsification, or misrepresentation of fact in this application may disqualify me from consideration for employment or, if I am hired, may result in disciplinary action up to and including discharge from employment.*

*I authorize Richardson Independent School District, in order to evaluate me for employment purposes, to contact any or all of my previous employers, references, and educational institutions, and otherwise to investigate fully my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills, and/or abilities, including contacting a credit bureau, credit agency, or other consumer reporting agency of its choice. I understand that RISD may conduct a criminal background check in connection with its consideration of me for employment. I also understand that certain reports that RISD receives as a result of its investigation may be “consumer reports” or “investigative consumer reports” and that I may be entitled under federal law to make a written request to receive disclosure of the nature and scope of certain aspects of RISD’s investigation. I understand that the results of any such investigation may be disclosed to RISD personnel involved in the employment decision, and I consent to such disclosure.*

*In connection with and in consideration of the undertaking of RISD to review this application for employment and to consider me for hire, I hereby release and acquit RISD and its employees and agents from any and all liability for damage of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.*

*I further acknowledge and agree that this employment application is not a contract or a legal guarantee of permanent employment. If hired, I agree to comply with all rules, regulations, and operating procedures established by RISD.*

*I acknowledge receipt of the “Information to Applicants” (gold copy) and I have read in full and understand the above statements and conditions of employment.*

*Please sign below and **return this form** as part of the application for employment.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

This application will remain active through January 1. At the conclusion of that period, if you still wish to be considered for employment, you must submit a written request to reactivate your application.



**Notice to Applicant: Please sign and retain this page for your records.**

## Information to Applicants

*The Richardson Independent School District is an equal opportunity employer that maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, sex, color, religion, national origin, age, or disability of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services.*

*This application contains an authorization for RISD to fully investigate your suitability for employment and personal history by obtaining information from your previous employers and/or other knowledgeable persons as to their firsthand experiences with you, and also, when deemed necessary, by obtaining reports from credit bureaus, credit agencies, or other consumer reporting agencies. Under some circumstances, certain of such reports may be "consumer reports" or "investigative consumer reports" as to which, under the Fair Credit Reporting Act, you are entitled, upon your request in writing, to receive a complete and accurate disclosure of the nature and scope of the investigation requested by RISD.*

**Notice to Applicant: Please sign and retain this page for your records.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

