



## Employment Application: Teacher, Administration (Please specify below)

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

### Only Equal Opportunity Employer

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

### For Personnel Department Use

Date Application Received: \_\_\_\_\_ Job Title: \_\_\_\_\_

First Date of Employment: \_\_\_\_\_ Hourly Daily Rate: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ Step: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor

### General Questions

Are you a citizen of the United States? Yes ☐ NO ☐ If no, are you authorized to work in the U.S.? Yes ☐ No ☐

Have you ever been convicted of a felony? Yes ☐ NO ☐

Have you ever worked with MeyerPark Charter School? Yes ☐ NO ☐

If yes, when?: \_\_\_\_\_

Have you ever filed an application with MeyerPark Charter School? Yes ☐ NO ☐

If yes, explain: \_\_\_\_\_

May we contact your present employer? Yes ☐ NO ☐

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## Certifications

Do you hold a Texas Teacher Certificate? Yes ☐ NO ☐

If yes, give exact title: \_\_\_\_\_

Do you hold a valid Out of State Teacher Certificate? Yes ☐ NO ☐

If yes, give exact title: \_\_\_\_\_

If you do not hold of the above teaching certificates, what training do you have?

\_\_\_\_\_

In the space below, list all specific subjects areas in which you have received training. You may use extra pages if necessary.

Subject	Hours	Subject	Hours	Subject	Hours	Subject	Hours

<b>Certified Training Fields</b> (Check appropriate level)	_____ Secondary	Major(s)	Minor(s)
	_____ Elementary: List Endorsements	Major(s)	Minor(s)

Certified Administrative/Supervisory Fields:  
(Check appropriate level)

\_\_\_\_\_ Supervisor      \_\_\_\_\_ Special Services Endorsement  
 \_\_\_\_\_ Mid-Management      \_\_\_\_\_ Area(s) \_\_\_\_\_

List civic service organizations to which you belong: \_\_\_\_\_

List educational associations or professional organizations to which you belong: \_\_\_\_\_

## References

Experienced teacher should list chief education officers, principals, department chairpersons, and supervisors with whom they worked, and three most recent schools of assignment. Beginning teacher should list cooperating teacher, university supervisor and principal under whom student teaching was done. Other persons associated with alternative teacher education programs should be listed.

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

*Please list professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

The applicant has the responsibility of making sure all numbers, emails, and addresses are current and correct. Five recommendations must be listed if an adequate number of required references are available in your college placement file, you may satisfy the requirement for recommendations by requesting that your file be sent to our Personnel Office.

If you are registered with a college or university teacher placement office, give its complete name and address:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO  
☐ ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO  
☐ ☐

May we contact your previous supervisor for a reference? YES NO  
☐ ☐  
Are you presently under contract with a school? YES NO  
☐ ☐  
If yes, will your school release you? YES NO  
☐ ☐

When will you be available to work at MeyerPark Charter? \_\_\_\_\_

Are you related to a present MeyerPark Charter Board member or employee and or his her spouse? Yes No

If yes, to whom? \_\_\_\_\_ and what relation? \_\_\_\_\_

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Licenses/ Certificates: \_\_\_\_\_

Office Machines: \_\_\_\_\_ Keyboarding Speed: \_\_\_\_\_

Equipment Machines: \_\_\_\_\_

Skills Training: \_\_\_\_\_

### Criminal History Records Information Addendum

Texas charter school must review the criminal history of applicants for employment, however, except in certain circumstances, conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position for what you are applying is factors that will be considered along with other related circumstances. Please complete the following with as much detail as possible:

Have you ever been convicted of or plead guilty or no contest to a felony or other offense involving moral turpitude (including but not limited to theft, fraud, swindling, and/ or indecency with a minor)? If yes, please provide details such as where, when, and the nature of the offense; the court handling of the charges, indicate whether the charges were dismissed as a condition of probation, suspension or deferred adjudication.

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Are there any criminal charges or proceedings pending against you? If yes, please explain in detail:

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\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Criminal History Records Information Addendum

MeyerPark Charter  
13663 Main Street  
Houston, Texas 77035  
713-729-9712

Texas Education Code 22.083 provides MeyerPark Charter with the authority to obtain criminal history record information on persons and volunteers that may be working in the MeyerPark Charter School.

The information requested below is necessary to obtain criminal history record information

Full Name:

*Last*

*First*

*M.I.*

Address:

*Street Address*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Phone:

Social Security No.

Date of Birth

Sex:

☐

Male

☐

Female

Ethnicity:

☐

Black

☐

White

☐

Hispanic

☐

Other

I understand the information provided about me, 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.

Printed Name

Signature

Date

## Disclaimer and Signature

*I certify that answers given herein are true and complete to the best of my knowledge.*

*I authorized investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.*

*This application for employment shall be considered active for a period of time not to exceed \_\_\_\_\_ days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.*

*I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.*

*In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

MeyerPark Charter will contact applicants considered for employment. Non-notification indicates that the applicant will not be offered employment at this time. Applications will be kept on file for a period of six months. After the expiration of this time period, a new application must be completed for further consideration.

Return to: Administration Office  
MeyerPark Charter School  
13663 Main Street,  
Houston Texas 77035  
713-729-9712

Notes: