



# MeyerPark Charter School

**Employment Application:** Bus Driver, Custodian, Maintenance, Paraprofessional (Clerical, Secretarial, Teacher Aide)  
Please specify below:

## Applicant Information

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

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

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

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

## 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: \_\_\_\_\_

Do you have a relative who is employed with MeyerPark Charter School? Yes ☐ NO ☐

May we contact your present employer? Yes ☐ NO ☐

On What date will you be available for work? \_\_\_\_\_

Are you available for work? \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary

## 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: \_\_\_\_\_

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

## References

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: \_\_\_\_\_

### 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 ☐

### 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

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 MI*

Address:

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

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

Phone:

\_\_\_\_\_  
*Social Security No. - Date of Birth*

Sex (Given at birth):

☐ Male

☐ Female

Ethnicity:

☐ Black

☐ White

☐ Hispanic

☐ Other

I understand 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.

\_\_\_\_\_  
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: