

MeyerPark Elementary

10912 South Post Oak Rd.

Houston, TX 77035

713.729.9712

Dear Applicant:

Thank you for your interest in MeyerPark Elementary.

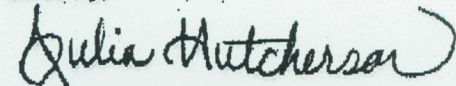
Please fill out the enclosed application completely. If desired a resume and additional documentation may be included, but *may not substitute* for any section of the application. Please do not use "See Resume" in this application.

Please note that at our charter school within-school-boundary-residency is preferred for certain administrative positions, such as the principal and assistant principal positions.

A committee of professional staff, community members and parents may be used to screen and interview applicants.

Please contact me if you have any questions.

Sincerely,



Chief Education Officer

MeyerPark Elementary
10912 South Post Oak Rd.
Houston, TX 77035
713.729.9712

Application Filing Instruction

INSTRUCTIONS FOR FILING AN APPLICATION

1. COMPLETED APPLICATION FORM

Fill out all information accurately and completely. Use full names, dates, and addresses. Put N/A where information does not apply.

2. REFERENCES

Professional references are an important part of the application and should include only those persons who have supervised the applicant's teaching and training experience. The applicant has the responsibility of providing all five evaluation reports to the references listed on the application. The completed evaluation report must be mailed directly to the office of the Chief Education Officer from each person you listed as a reference in order for it to be valid. It is strongly recommended that you provide an envelope stamped and addressed to the office of the Chief Educational Officer.

3. COPIES OF DOCUMENTS TO ATTACH TO APPLICATION

- Copies of certification
- Copies of training
- Any other information that you think would be valuable to the position you are applying for

4. Your application becomes active when all credentials are on file in our office. Sign the enclosed release form and return it. Your application is considered active for one year unless you advise us otherwise. You may deactivate it or you may continue it for an additional length of time by writing a brief letter to our office.

5. Please notify us in the event you change your address, telephone number, or obtain employment elsewhere after submission of your application.

6. Mail or deliver your completed application and documents to:

Chief Education Officer
MeyerPark Elementary
10912 South Post Oak Rd.
Houston, TX 77035
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APPLICANT INFORMATION

Your application is complete only after receipt in the office of the Chief Education Officer. Please complete the application and the supporting documents according to the instructions enclosed.

Applicants are contacted at the phone numbers listed on the application, in the event they are chosen for an interview; however, they are not routinely notified when positions are filled.

Please report any changes in address or phone number to the MeyerPark Elementary.

Materials included in the application become the property of the MeyerPark Elementary, so you are encouraged to include copies (rather than originals) when possible.

AUTHORIZATION FORM

Please date and sign the following forms.

In connection with my application for employment in MeyerPark Elementary I hereby authorize the release to MeyerPark Elementary of any and all records, evaluations, letters of recommendation, etc., which now are, or in the future will be, in my credential file.

This release and authorization shall remain in effect until you are notified in writing that this permission has been revoked.

Date: _____

Signature: _____

.....

In connection with my application for employment in MeyerPark Elementary, I hereby authorize the release to MeyerPark Elementary of any and all records, transcripts, evaluations, letters of recommendation, etc., which now are, or in the future will be, in my credential file, also sometimes known as placement or confidential file.

This release and authorization shall remain in effect until you are notified in writing that this permission has been revoked.

Date: _____

Signature: _____

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References

(List 5): Experienced teacher should list chief education officers, principals, department chairpersons, and supervisors, with whom they worked in 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.

Name	Position	Address/Zip Code	Phone
1.			
2.			
3.			
4.			
5.			

The applicant has the responsibility of securing letters of recommendation for our Personnel Office. Five recommendation forms are enclosed for your use. Please send a form and stamped envelope to each reference (addressed to the Chief Education Officer, MeyerPark Elementary, 10912 South Post Oak Rd., Houston, TX. 77035). 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:

Signature _____
Date _____

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CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

CONFIDENTIAL

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

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

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone: _____	Social Security No. _____	-	Date of Birth _____

Sex: 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.

Signature _____ Date _____

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Texas charter schools 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 which you are applying are 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 pled guilty or no contest (nolo contedere) 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 the charges, indicate whether the charges were dismissed as a condition of probation, suspension or deferred adjudication.

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

Applicant's Signature

Date