

# Application for Employment

Position(s) Desired:

- ☐ Bus Driver
- ☐ Cafeteria
- ☐ Custodian
- ☐ Maintenance
- ☐ Paraprofessional  
(Clerical, Secretarial,  
Teacher Aide)

Please Print

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone: ( )		Social Security No. - -	

We consider applicants 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.

Equal Opportunity Employer

## FOR PERSONNEL DEPARTMENT USE ONLY

Date Application Received: \_\_\_\_\_

First Date of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Hourly/Daily Rate: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ Step \_\_\_\_\_

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

Signature of Supervisor

## Education

School	Name and Location of School	Course of Study	Did you Graduate?	Degree or Diploma
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## General Questions

Have you ever filed an application with MeyerPark Elementary? \_\_\_yes\_\_\_no

Have you ever been employed with MeyerPark Elementary? \_\_\_yes\_\_\_no

Do you have a relative who is employed by MeyerPark Elementary? \_\_\_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

Have you been convicted of a felony within the last seven years? \_\_\_yes\_\_\_no  
 (Conviction will not necessarily disqualify an applicant for employment.)

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
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Address				
Telephone Number(s)		Hourly Rate/Salary		
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Job Title	Supervisor			
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Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for leaving				

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

### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.  
I authorize investigation of all statements contained in this 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 of Applicant

\_\_\_\_\_  
Date

MeyerPark Elementary 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:



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

## CRIMINAL HISTORY RECORDS INFORMATION ADDENDUM

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 Code
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