

# LISD

## LEVELLAND INDEPENDENT SCHOOL DISTRICT

**Attn: Kelly Baggett**  
**Director of Administrative Services & Personnel**  
**Personnel Office**  
**704 11<sup>th</sup> Street**  
**Levelland, TX 79336**  
**Phone: (806) 894-9628**  
**Fax: (806) 894-2583**  
[www.levellandisd.net](http://www.levellandisd.net)

Dear Applicant

We are pleased to learn of your interest in the Levelland Independent School District.

*Professionally appropriate conduct is required of every employee of this district regardless of the duties or position held. If you complete and return this employment application, the Human Resources Department of this Employer may check a variety of sources, including, but not limited to: official criminal records sources, media sources, social and networking websites, internet logs or blogs, or other internet sources where text, photographic images, audio or video clips, clipart, or other images of any kind or where other similar information is posted. Any information obtained by their Employer will be used solely for the purposes of evaluation of a candidate's qualification and will be confidentially maintained in accordance with Employer policies and state or federal law. If you do not wish to have these sources reviewed, please do not complete this application.*

Enclosed is an application, a criminal history records check permission form, and three (3) reference forms. In order to make a formal application with the district, it is necessary for you to complete each of the following items:

1. Fill out the entire application form. Provide all information requested.
2. Complete the criminal history records check permission form.
3. Complete the back side on each of the three reference forms making certain to list complete addresses and zip codes. Please be sure to sign each form. (If completing this online, mail the three signed reference forms to LISD)
4. At least one the of the three references must reflect an individual who supervised your most recent classroom assignment. If you are a new graduate, a copy of your placement file will satisfy this requirement. Please, do not use relatives as references.
5. Return the completed application along with the criminal history records check permission form and the three reference forms to the personnel office at the above address.
6. The district will mail the reference forms with a self-addressed return envelope to each of the three individuals you have submitted. References are only valid when they are mailed directly to the personnel office from the person completing the form.
7. In addition to the reference forms, you will need to submit a copy of your teaching certificate and college transcript(s) with your application, or a letter from your college/university verifying your eligibility for certification, if a new graduate.
8. If you are just graduating, please notify your placement office to forward your file as soon as possible.

We look forward to receiving your application and thank you for your interest.

# Employment Application for Professional Personnel

**Levelland Independent School District**  
**704 11<sup>th</sup> Street**  
**Levelland, Texas 79336**  
**Phone: (806) 894-9628 Fax: (806) 894-2583**

*An Equal Opportunity Employer*

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.

Date of Application: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Other address where you may be reached: \_\_\_\_\_  
Other name that might appear on your records: \_\_\_\_\_

List the position(s) you are applying for: \_\_\_\_\_

Athletic Coach Applicants: List coaching and playing experience by sport in high school and college:  
\_\_\_\_\_

Credentials included with application:

- Resume
- All teaching and professional certificates or licenses
- All transcripts showing degrees

Date you can begin work: \_\_\_\_\_

Have you been employed by Levelland I.S.D. in the past?     YES     NO

If you answered yes, provide dates of employment \_\_\_\_\_

Name and location of schools attended	Course of study and Major/Minor	Diploma, Degree, Certificate, or License held	Year Graduated (College Only)



## Employment Application for Professional Personnel

### An Equal Opportunity Employer

**Other Work Experience**

Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach resume if available.

School District/Firm Name	Position/Title	Dates Employed	Reason for Leaving

**General Information**

Do you have a relative who serves on the Levelland I.S.D. Board of Education?  YES  NO  
 If yes, please provide the relative's name and relationship: \_\_\_\_\_

Have you ever failed to have a contract renewed with a school system?  YES  NO

Have you ever been dismissed or terminated from employment with a school system?  YES  NO

Have you ever resigned in lieu of proposed contract non-renewal or termination?  YES  NO

Have you ever had a teaching credential denied, revoked, or suspended in any state?  YES  NO

Within the last three years, have you ever been evaluated under the Texas PDAS as unsatisfactory in one or more domains or as below expectations in two or more domains?  YES  NO

Have you been asked to resign, been terminated or been non-renewed from any position, teaching or otherwise?  YES  NO If yes, explain. \_\_\_\_\_

Have you ever been convicted of, pled guilty to, or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?  YES  NO

If YES, please state where, when, and the nature of the offense: \_\_\_\_\_

(A felony is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)

## Employment Application for Professional Personnel

*An Equal Opportunity Employer*

Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employments.

**References**

Full Name of Reference	School District Firm Name	Mailing Address	Position/Title	Area Code & Phone Number

*An Equal Opportunity Employer*

**Citizenship**

Are you a U.S. citizen, U.S. national, lawful permanent resident, lawful temporary resident, or refugee?     YES     NO

Upon hiring, I agree to complete the I-9 form provided by the District.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**Verification**

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.

I understand that the district is authorized by Texas Educational Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for 12 months. If you have not received a response during this time period, you may reapply or reactivate your application.

Employment Application for Professional Personnel

An Equal Opportunity Employer

Confidential

Criminal History Record Information Addendum

The Levelland Independent School District is required by state law to obtain criminal history record information on applicants being considered for employment with the district (Texas Education Code §21.917). The information requested below is necessary to obtain criminal history record information.

Full Name (Print): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

I give my consent for LISD to obtain my criminal history record.

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. I also understand that this form can/will be used on an annual basis.

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

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

This form will be removed from the application and filed separately in the personnel office.

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 Levelland Independent School District  
 Personnel Office  
 704 11<sup>th</sup> Street  
 Levelland, Texas 79336**

**Phone: (806) 894-9628 Fax: (806) 894-2583**

**Recommendation Form  
 Confidential Information**

<b>Submitted by:</b>	Name: _____	
	Official Position: _____	
<b>Scale</b>	Date: _____	
	NB No Basis for Judgment      01 Unsatisfactory      02 Below Expectations 03 Satisfactory      04 Exceeds Expectations      05 Clearly Outstanding	
<b>Rating Using Scale</b>	<u>Rating Personal Qualifications</u>	<u>Professional and Social Traits</u>
	_____ 1. General Appearance _____ 2. Enthusiasm for Teaching _____ 3. Punctuality/Dependability _____ 4. Initiative _____ 5. Self-Reliance _____ 6. Tact _____ 7. Health	_____ 1. Understanding of Children _____ 2. Knowledge of Subject Matter _____ 3. Positive Attitude _____ 4. Cooperation and Loyalty _____ 5. Professional Interest _____ 6. Professional Growth _____ 7. Judgment, Common Sense _____ 8. Use of English _____ 9. Use of Spanish
	<u>Classroom Management</u>	<u>Techniques of Teaching</u>
	_____ 1. Class Control _____ 2. Interest in Students _____ 3. Leadership Qualities _____ 4. Works Well With Students _____ 5. Works Well With Parents _____ 6. Care of Room _____ 7. Records and Reports	_____ 1. Teaching Effectiveness _____ 2. Teaching Skills _____ 3. Motivation of Students _____ 4. Daily Preparation _____ 5. Attention to Student Needs
<b>Comments</b>	Comments:	
	How long have you known the applicant? _____	
	If so, when and in what position? _____	
	What was your official relationship to the applicant? _____	
Would you employ the applicant for a similar position? _____		

## Levelland ISD

Name and Address of Reference

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To Whom It May Concern:

\_\_\_\_\_ has named you as a reference or former employer in applying for a certified professional position with the Levelland Independent School District. The school district has been authorized to make inquiries concerning the applicant's general character and past performance. In the event the applicant is employed, this information will become part of a confidential file. The applicant waives his/her right to see it.

Please return this form to us as soon as possible.

I agree to release and hold harmless my references as to the information they give to the District regarding my character and past performance information.

I authorize the Levelland Independent School District to request information from references and former employers concerning my general character and work performance. I further authorize the party receiving this form to give complete information as may be requested by the Levelland Independent School District. I agree that the information requested will become part of my personnel file if employed by the district and agree that such information will not be disclosed to me, but will be treated as confidential.

\_\_\_\_\_  
Applicant

Please sign this letter of release and return to the personnel department with your application. This reference form will be sent by the personnel office to references or employers you have listed.

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# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

<b>Please:</b>		
<b>Check and Initial each Applicable Space</b>		
CCH Report Printed:		
YES _____	NO _____	_____ initial
Purpose of CCH: _____		
Hired _____	Not Hired _____	_____ initial
Date Printed: ____/____/____		_____ initial
Destroyed Date: ____/____/____		_____ initial
<b>Retain in your files</b>		