

Mathis Independent School District
602 E. San Patricio
P.O. Box 1179
Mathis, Texas 78368
Phone 361-547-3378 - Fax 361-547-9474

Application for Support Personnel

Personal Data

Date of Application: _____
 Date Available: _____
 Social Security No: _____

Last Name _____ First Name _____ Middle Name _____
 Address _____ Work Phone _____
 _____ Home Phone _____

Position Desired: ___ Educational Aide ___ Educational Secretary ___ Custodial
 ___ Library Aide ___ Maintenance ___ Bus Driver
 ___ Cafeteria ___ Other (List) _____

Former Mathis ISD Employee Information:

___ Not Applicable ___ Former Mathis ISD employee who resigned: _____ (year)
 Name at the time of termination if different than present: _____

Education/Training

___ Not a High School Graduate
 (Circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12
 ___ High School Graduate
 ___ GED
 ___ Less than 2 years of college
 ___ 2 or more years of college
 ___ No of college Hrs. _____
 ___ Associate's Degree
 ___ Bachelor's Degree
 ___ Master's Degree
 ___ PhD
 ___ Other training or education _____

Licenses/Certifications held _____
 Driver's License Number _____

Schools Attended			
Name of School	Dates of Attendance	Course of Study	Diploma, Degree, or Certificate

Work Experience

(List most recent first; include military experience)

Work Experience			
Employer	Job Position	Dates of Employment	Reason for Leaving

Special Skills

List specific skills and/or any machines or equipment you can operate. Secretarial applicants include typing speed and office machines.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

General Information

Do you have a Relative who is either a member of the Mathis ISD Board of Trustees or who is employed in any capacity in the Mathis ISD?

___ Yes ___ No If yes, please give the following information:

Name of Relative	Relationship	Position Held

Have you ever been convicted of a felony or a misdemeanor, including a deferred adjudication probation, other than a minor traffic violation? ___ Yes ___ No

If yes, state the date and place of arrest, nature of charge, and court in which convicted and subsequent disposition. _____

Have you ever been asked to resign or been discharged from any position? ___ Yes ___ No If yes, please explain _____

***Nepotism Law State of Texas – No person related to a School Board Member by the third degree Consanguinity (blood) or by second degree Affinity (marriage) may be employed by the School District. (See Chart, Page 4)**

VI. Employment References

Please list below references who may be contacted regarding your work history. (If more space is needed, please attach another sheet of paper.) **Please Attach resume, if available, stating responsibilities in detail.**

School District/ Firm Name	Mailing Address	Area Code/ Phone Number	Immediate Supervisor	Dates Employed

**I AM NOT related to any of the Mathis School Board Members either by blood or by marriage.
(See Chart on back.)**

Applicants Signature

In the space below, write a brief resume of your life and why you desire employment with the Mathis Independent School District.

VII. Verification

Note: This is the policy of Mathis Independent School District that hourly (non-certified) personnel are on probationary status for the first six months of employment.

It is the policy of the Mathis Independent School District to comply fully with the non-discrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, and promotion, retention, and any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Mathis Independent School District makes positive efforts to employ and advance in employment all protected groups.

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge. I further affirm that I am not related to a member of the Mathis ISD Board of Trustees. I understand that, if employed, any falsified information may be considered sufficient cause for dismissal. You are authorized to make and investigation of my education and work history. I understand, also, that I am required to abide by all rules and regulations of the District. I further agree that the information requested will not become part of my personnel file if I am employed by the District and I agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see this information.

Date: _____, 20_____

_____ Legal Signature of Applicant

Telephone Number of Mathis ISD: (361)-547-3378 An Equal Opportunity Employer

Return Form To:
Mathis Independent School District
602 E. San Patricio
P.O. Box 1179
Mathis, Texas 78368

AFFINITY (Marriage) Kinship	Board member's spouse and/or supervisor is the prospective employee's OR prospective employee's spouse is the Board Member's...			
First Degree	Parent	Child		
Second Degree	Grandparent	Grandchild	Sister	Brother

Consanguinity (Blood Kinship)	Board member and/or supervisor is prospective employee's...			
First Degree	Parent	Child		
Second Degree	Grandparent	Grandchild	Sister	Brother
Third Degree	Great Grandparent	Great Grandchild	Aunt/Uncle	Niece/Nephew