

## RAMIREZ COMMON SCHOOL DISTRICT

10492 School Street • Realitos, TX 78376

361.539.4343 • FAX 361.539.4482

### **APPLICATION INSTRUCTIONS FOR PROFESSIONAL PERSONNEL**

#### 1. Application Form, Letter of Intent & Resume

All information requested on the application form should be accurate and completely filled out. Names, dates and addresses should be provided in full. Please sign the attached release and nepotism forms and return them along with the application to the Superintendent's Office of Ramirez CSD located at 10492 School Street, Realitos, TX 78376.

#### 2. College Transcripts

Copy of official transcripts with degree confirmation and cumulative grade point averages are required. Official transcripts may be submitted by the applicant or mailed directly to the Superintendent's Office of Ramirez CSD from the college or university. It will be the responsibility of out-of-country applicants to secure a transcript evaluation, which indicates degree obtained as well as cumulative grade point average, from an approved agency.

#### 3. Teaching Certificate

A copy of the Texas Teacher Certificate, out-of-state, or a Letter of Completion (college letter indicating that the teacher applicant has applied for a certificate) must be submitted with the application. If teacher applicant is registered in an Alternative Certification Program, an eligibility letter from the University/Program is required.

#### 4. Teacher Service Records

It is the responsibility of the applicant to provide copies of teacher service records with the application to the Superintendent's Office of Ramirez CSD.

#### 5. References

Three (3) references of which must be from those persons who have supervised either the applicant's teaching and/or work experience are required. It is preferred that 1 of 3 supervisor references is from a current or most recent place of employment. It is the responsibility of the applicant to provide the evaluation form to references who will return the form to the Superintendent's Office of Ramirez CSD. Student teachers shall submit references from their cooperating teacher as well as from their university cooperating supervisor.

#### 6. DPS Computerized Criminal History (CCH) Verification Form

All applicants must complete DPS CCH Verification Form at the time of the application.

#### 7. Eligible Applicants

All inquiries concerning applications and all requests for interviews should be addressed directly to the Superintendent's Office. Only those applicants cleared through the Superintendent's Office of Ramirez CSD will be permitted to interview with principals and/or other appropriate staff when positions are available.

Your application becomes active/eligible when all credentials and references have been received. Your application will be kept active for one year. You may have your application deactivated by writing a brief letter to the Superintendent's Office for Ramirez CSD. Please notify the Superintendent's Office of Ramirez CSD in writing of any changes of name, address, and telephone number, or if you obtain employment elsewhere after submission of an application has been made with Ramirez CSD. Inquiries concerning applications and/or vacancies should be addressed directly to the assigned Superintendent.

#### 8. Releases from Other Contracts

It is understood that before a candidate accepts employment with Ramirez CSD he/she secures an honorable release from any employment contract into which the appointee may have previously entered.

#### 9. Offer of Employment and Contract

An offer of employment is given to the applicant by the Superintendent's Office of Ramirez CSD subject to the recommendation of the Superintendent and/or approval by the Board of Trustees as required by state law.

The Ramirez CSD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Title IX Coordinator is: Gloria Hamill, Superintendent  
10492 School Street, Realitos, TX 78376  
361.539.4343

*"The Ramirez Common School is an Equal Opportunity Employer, M/W/D/V."*



These illustrations depict the relationships that violate the nepotism law.

**CONSANGUINITY** Board member/Superintendent is prospective employee's:

<b>First Degree</b>	Parent	Child		
<b>Second Degree</b>	Grand-parent	Grand-child	Sister / Brother	
<b>Third Degree</b>	Great Grand-parent	Great Grand-child	Aunt / Uncle	Niece / Nephew

**AFFINITY**  
(Marriage) Kinship

Board member's / Superintendent's spouse is the prospective employee.

OR

Board member's / Superintendent's spouse is prospective employee's:

OR

Prospective employee's spouse is the Board member's / Superintendent's:

<b>First Degree</b>	Parent	Child	
<b>Second Degree</b>	Grand-parent	Grand-child	Sister / Brother

NOTE: The spouses of two persons related by blood are not by that fact related.  
The affinity chart supposes only one affinity relationship between the Board member / Superintendent and prospective employee through either of their spouses.

**BOARD MEMBERS**

Mr. Jorge Chavera	<i>President</i>
Mr. Carlos Garcia	<i>Secretary</i>
Mrs. Irma Lopez	<i>Member</i>

I, \_\_\_\_\_, hereby attest or affirm that (check one)  I am  I am not related to any Board Member of Ramirez CSD or the Superintendent within the degrees of consanguinity (blood relation) or by two degrees of affinity (marriage).

If applicable, please indicate to whom you are related \_\_\_\_\_.

I fully understand that any false information contained here will be just cause for the immediate termination of my employment in this position.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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**APPLICATION FOR PROFESSIONAL PERSONNEL**

**I. PERSONAL INFORMATION**

(PRINT IN INK OR TYPE INFORMATION)

Date of Application: \_\_\_\_\_ Date Available for Employment: \_\_\_\_\_  
 Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Have you ever been employed with Ramirez CSD?  Yes  No If YES, please list position: \_\_\_\_\_  
 Are you currently employed with another school district?  Yes  No If YES, name of District: \_\_\_\_\_  
 Are you a retiree (former TRS employee)?  Yes  No

**II. POSITION INFORMATION**

Check all positions for which you are applying and are qualified:  
 Pre-Kindergarten / Kindergarten  PE / Music  
 Elementary, Grades 1-5  Special Education  
 Elementary Bil., Grades 1-5  
 Middle School, Grades 6

**III. CERTIFICATION**

Valid Texas  Valid Out of State  None/Degree Only  ACP

For Texas Certified Educators

Have you ever been or are you currently on a permit or one year certificate?  Yes  No  
 If YES, list the type of permit(s)/one year certificate(s) \_\_\_\_\_  
 Have you completed your permit/certificate requirements?  Yes  No  
 If NO, list what you are pending \_\_\_\_\_  
 If you are a recent college graduate, have you taken all the required state tests?  Yes  No  
 If NO, list what you are pending \_\_\_\_\_  
 Has your teaching certificate ever been cancelled, revoked or suspended?  Yes  No  
 If YES, explain: \_\_\_\_\_

**IV. EDUCATIONAL BACKGROUND**

List College and/or Universities attended

Name of Institution	Location	Type of Degree/Diploma	Major Bachelor/Master	Minor Bachelor/Master	Date Awarded

Bachelor's Grade Point Average (GPA): Overall \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

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**V. EXPERIENCE**

List in order all work and teaching experience beginning with most recent (*Attach Resume to Application*)

From Mo./Yr.	To Mo./Yr.	Name & Address of Employer	Position	Immediate Supervisor	Area Code and Phone Number	Reason for Leaving

**VI. OTHER PROFESSIONAL REFERENCES (i.e., Professors, Mentor Teachers, Field Supervisors)**

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

The applicant has the responsibility of securing letters of recommendation for the Superintendent. Three (3) recommendation forms are enclosed for your use. You must send a form and a stamped envelope, addressed to: Superintendent's Office, Ramirez Common School District, Realitos, TX 78376 to each reference. If an adequate number of references are available in the college placement file, an applicant with no previous teaching experience may satisfy requirements for recommendations by requesting that his/her file be sent to the Superintendent's Office. Student teachers shall submit a reference from their cooperating teacher as well as from their university cooperating supervisor.

**VII. PROFESSIONAL DATA**

Please omit references to organizations that would reveal race, age, ethnic origin, or religious persuasion.

Publications/Articles \_\_\_\_\_  
 Honors/Achievements \_\_\_\_\_  
 Seminars/Workshops conducted \_\_\_\_\_  
 Other related professional activities \_\_\_\_\_

**VIII. OTHER**

Have you ever been involuntarily terminated, notified, proposed or recommended for termination, or proposed for non-renewal, asked to resign or not been re-employed by any employer?

Yes  No If yes, explain: \_\_\_\_\_

Have you ever resigned, or otherwise left any type of employment in lieu of, to avoid or cease possible renewal, dismissal or termination?

Yes  No If yes, explain: \_\_\_\_\_

Have you ever received an unsatisfactory evaluation from an employer?

Yes  No If yes, explain: \_\_\_\_\_

Are you aware of any reasons you would not be able to perform the duties of the position for which you are applying?

Yes  No If yes, explain: \_\_\_\_\_

Have you ever been sanctioned from a credentialing or licensing authority or been the subject of an investigation by the Texas Department of Family and Protective Services formerly known as Child Protective Services?

Yes  No If yes, explain: \_\_\_\_\_

I hereby affirm that all information provided on this form is true and accurate. I also understand that an employment contract based upon information contained in this application which later proves to be false or incomplete shall result in the contract becoming null and void or terminated. Furthermore, it is understood that this form and any other related documents become the property of the Ramirez CSD. The Ramirez CSD reserves the right to accept or reject an application.

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Legal Signature of Applicant

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**RAMIREZ COMMON SCHOOL DISTRICT  
SUPERINTENDENT'S OFFICE**  
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## RELEASE FORM

I hereby give the Ramirez Common School District permission to make inquiries on references of former employers concerning my performance in the past. This permission form may be attached to request information and I hereby authorize the party receiving this form to give full and complete information on any and all records, transcripts, data sheets, service records, letters of recommendation, police records, criminal history records, etc., as may be requested by the Ramirez Common School District. I agree that the information requested will not be disclosed to me but will be treated as confidential by the Ramirez CSD, and I waive all rights to see this information.

(Please print or type the following information)

Name _____			
Last	First	Middle	
Social Security Number _____			DOB: _____ MM/DD/YYYY
Driver's License _____			
State & Driver License #			
Mailing Address _____			
Street	City	State	Zip Code
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity: <input type="checkbox"/> Black <input type="checkbox"/> White / Other	
Signature _____			Date _____

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## Pre-Employment Affidavit for Applicant

For purposes of this affidavit:

**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code, Section 21.12, and any other inappropriate relationship as determined by the State Board of Educator Certification.

I declare the following:

I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

I have been charged with, adjudicated for, or convicted or having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be false. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction.

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

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### Declaration of Applicant

*The following affidavit is offered to satisfy the requirement of Texas Education Code, Section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code, Section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.*

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Name (Last, First, Middle)

\_\_\_\_\_  
DOB (MM/DD/YYYY)

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

\_\_\_\_\_  
County

Executed in DUVAL County, State of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Date Month Year

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this pre-employment affidavit. \**

\* This form will be removed from the application and filed separately in the Superintendent's Office.

\_\_\_\_\_  
Signature of Declarant

Approved by the Texas Commissioner of Education, October 2017

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**TO BE COMPLETED BY APPLICANT: Upon completing this section, please forward to a former supervisor/professor.**

Applicant's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Title in Relation to Applicant: \_\_\_\_\_

Company/School: \_\_\_\_\_ Telephone #: \_\_\_\_\_

*I have applied for employment with Ramirez CSD. I authorize Ramirez CSD to collect any information orally or in writing about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment. Thank you for your assistance.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE REFERENCE: Please rate the applicant by checking the appropriate box below.**

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE / COMMENT
General appearance, appropriate dress, grooming				
Exercises professional judgement in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgement				
Establishes personal growth and career path				
Effectively diagnoses and addresses situations and conditions				
Displays a practical approach to problem solving				
Inspires cooperation and confidence				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and changes				

**FOR TEACHER POSITIONS ONLY:**  
*Please answer the following and rate the applicant by checking the appropriate box below.*

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE / COMMENT
Handles matters in a fair and consistent manner				
Communicates student's successes and failures to parents				
Demonstrates ability to diagnose & address student needs				
Demonstrates knowledge of subject matter				
Encourages student performance consistent with abilities				
Uses a variety of instructional methods				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				

How long have you known the applicant? \_\_\_\_\_  
 Would you recommend the applicant for the position desired? \_\_\_ Yes \_\_\_ No \_\_\_ Not at this time

Signature \_\_\_\_\_ Official Position \_\_\_\_\_ Date \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION AND ASSISTANCE.**  
**PLEASE MAIL REFERENCE TO THE OFFICE OF HUMAN RESOURCES AT THE ADDRESSED LISTED ABOVE.**

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Uses a variety of instructional methods				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				

How long have you known the applicant? \_\_\_\_\_

Would you recommend the applicant for the position desired? \_\_\_ Yes \_\_\_ No \_\_\_ Not at this time

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Signature \_\_\_\_\_ Official Position \_\_\_\_\_ Date \_\_\_\_\_

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