

**Employment Application** (See last page for instructions and links to fill in this application using free Adobe Fill & Sign.)

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

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

Are you legally authorized to work in the United States? YES  NO  Are you currently working? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you **ever** been convicted or been granted conditional discharge by any court for a felony, a misdemeanor, or a major traffic violation, **at any time**? YES  NO  If yes, explain: \_\_\_\_\_

Do you have a valid Driver's License? YES  NO  State & License #: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO

College/University: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Certifications & Skills

What professional certifications do you hold currently? \_\_\_\_\_

Skills: \_\_\_\_\_

Computer: PC    Mac    Both

Computer Applications: \_\_\_\_\_

## References

*Please list three supervisory/professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

## Current & Previous Employment

**(Attach or include a resume that details Current & Previous Employment History.)**

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

*Can you perform the essential functions of this position with or without reasonable accommodation?*

Yes \_\_\_\_\_ No \_\_\_\_\_

*Have your certifications or credentials ever been suspended or revoked?*

Yes\* \_\_\_\_\_ No \_\_\_\_\_

*Have you ever been dismissed or asked to resign from any position?*

Yes\* \_\_\_\_\_ No \_\_\_\_\_

\*If answered "Yes," please provide a statement explaining the circumstances in the box below:

## Disclaimer and Signature

I hereby certify that all the information that I have provided on this application or any other document filled out in connection with my employment, and in any information that I have provided during any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If you have any questions regarding this agreement, please ask a New Frontiers Public Schools representative before signing.

***My signature below attests to the fact that I have read, I understand, and I agree to be legally bound by all the above terms.***

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

New Frontiers Public Schools is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

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## **CRIMINAL HISTORY RECORD REQUEST**

NEW FRONTIERS PUBLIC SCHOOLS is required by state law to obtain criminal history record information on all applicants for employment with NEW FRONTIERS PUBLIC SCHOOLS. (Texas Education Code Section 21.917)

I understand the information set forth below will be used by New Frontiers Public Schools, solely for the purpose of obtaining criminal history record information and will not be used in any manner related to determining eligibility for employment with NEW FRONTIERS PUBLIC SCHOOLS.

**Please Print**

Last Name:	First:	Middle:
Social Security Number:		Date of Birth:
Driver License State & Number:		
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> <i>Other</i>		

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pre-Employment Affidavit for Applicant (No Notarization)**

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 for 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 of 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.*

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

\_\_\_\_\_  
Name (First, Middle, Last) \_\_\_\_\_  
Date of Birth

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

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

\_\_\_\_\_  
(Signature of Declarant)

*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 unsworn declaration.\**

\*This form will be processed separately and not shared with the hiring manager.