



Wharton Independent School District

2100 N Fulton St, Wharton TX 77488

979-532-3612, fax 979-532-6228



www.wharton.isd.tenet.edu

APPLICATION FOR SECRETARY, CLERICAL AIDE, OFFICE CLERK

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

Personal Information:

Social Security #: _____ Driver's License: _____ State: _____

Legal Name:

Last Name: _____ First: _____ Middle: _____ Maiden: _____

Name as recorded on documents if different from above. _____

Address:

Street: _____ City: _____ State: _____ Zip: _____

Current Telephone: _____ Alternate Telephone: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Clerical Aide	<input type="checkbox"/>	Office Clerk
<input type="checkbox"/>	Educational Secretary I	<input type="checkbox"/>	Educational Secretary II	<input type="checkbox"/>	Educational Secretary III

Positions Desired (1st & 2nd Choice) 1. _____ 2. _____

Hours Available for Work: _____ Are you seeking employment for 10, 11 or 12 months 10 11 12 Any

Do you possess a Texas Paraprofessional Certificate? Yes No If yes, what type? _____

EDUCATION OR TRAINING:

Name of School and Address (including High School)	Date	Semester Hours	Degree or Diploma

SPECIALIZED SKILLS

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Clerical (General)	<input type="checkbox"/>	Foreign Language	<input type="checkbox"/>	Telephone Operator
<input type="checkbox"/>	Adding Machine	<input type="checkbox"/>	Data Entry	<input type="checkbox"/>	Mimeograph	<input type="checkbox"/>	Typing (speed _____)
<input type="checkbox"/>	Bookkeeping	<input type="checkbox"/>	Dictaphone	<input type="checkbox"/>	Programming	<input type="checkbox"/>	Word Processing
<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Duplicator	<input type="checkbox"/>	Shorthand (speed _____)	<input type="checkbox"/>	Other (_____)

WORK EXPERIENCE (begin with most recent)

From mo / yr	To mo / yr	Company Name & Complete Address	Reason for Leaving	Supervisor & Title	Current Phone
					()
					()
					()
					()

REFERENCES

List five most recent references, include superintendents, principals, and supervisors for whom you have worked who have first-hand knowledge of your character, personality, and scholarship.

NAME	POSITION	ADDRESS	ZIP	PHONE

GENERAL INFORMATION

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor?)

If yes, please state where, when and the nature of the offense:

(Conviction of a felony is not an automatic bar to employment. The district considers the nature, date, and relationship between the offense and the position for which you are applying.)

PERSONAL STATEMENT

In the space provided below, describe in your own handwriting why you want to work for Wharton ISD.

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 falsification, 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 information concerning my previous employment and any other pertinent information they may have, personal or otherwise, and release all such parties for liability for damage that may result for furnishing same to you.

I understand that the district is required by Texas Education Code 21.917 to obtain criminal history record information on applicants selected for employment.

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 a period of time not to exceed one year. IT MUST BE RENEWED if further consideration is desired.

You will receive no further reply unless favorable consideration is given your application.

Signature	Date
------------------	-------------

ADDENDUM TO APPLICATION CONFIDENTIAL

All Texas school districts are authorized to obtain any criminal history information relating to an applicant for employment, by Section 22.083 of the Texas Education Code. Conviction of a crime is not an automatic bar to employment. All districts will consider the nature, date, and relationship of the offense to the position for which you are applying.

The following broad definition of moral turpitude is given to assist you in responding to the inquires:

Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society in general and which is contrary to the accepted rule of right and duty between persons including, but not limited to, acts such as theft, attempted theft, murder, rape, swindling, and indecency with a minor.

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor) and/or received probation or deferred adjudication?

YES		NO	If yes, please explain on a separate sheet.
-----	--	----	---

Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, deferred proceedings without entering a finding of guilty, and placed you on probation?

YES		NO	If yes, please explain on a separate sheet.
-----	--	----	---

FULL NAME:			
(print)	Last	First	Middle Maiden

Social Security #		Date of Birth	
-------------------	--	---------------	--

Drivers License #		State	Expiration Date	
Drivers License Class:	A	B	C	Commercial License:
				Yes
				No

Sex:	Male		Female	
Ethnicity:	Black	Hispanic	White	Other

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility, but will be used solely for the purpose of obtaining criminal history record information.

Signature	Date
-----------	------

*** This information will NOT be filed with the application for employment.***

WISD Employee TB Questionnaire

Name:			
Campus:		Date:	

Tuberculosis (TB) is a disease caused by TB germs and is transmitted by an adult person with active TB lung disease. It is spread to another person by coughing or sneezing TB germs into the air. These germs may be breathed in by another person.

Adults who have active TB disease usually have many of the following symptoms: cough for more than two weeks duration, loss of appetite, weight loss of ten or more pounds over a short period of time, fever, chills and night sweats.

A person can have TB germs in their body but not have active TB disease (this is called latent TB infection or LTBI).

Tuberculosis is preventable and treatable. TB skin testing (often called the PPD or Mantoux test) is used to see if you have been infected with TB germs. No vaccine is available to use in the United States to prevent tuberculosis. The skin test is not a vaccination against TB.

We need your help to find out if you have been exposed to tuberculosis.

	YES	NO
TB can cause fever for a long duration, unexplained weight loss, a bad cough (lasting over two weeks) or coughing up blood. As far as you know:		
Have you been around any adult with these symptoms or problems?		
Have you had any of these symptoms or problems?		
Have you been around anyone sick with TB?		
Were you born in or have traveled in the past year to Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe, or Asia for longer than 3 week?		
If so, which country/countries?		
To your knowledge, have you spent time (longer than 3 weeks with anyone who is/has been an intravenous (IV) drug user, HIV-infected, in jail or prison, or recently came to the US from another country?		