

PECOS-BARSTOW-TOYAH INDEPENDENT SCHOOL DISTRICT  
Pecos, Texas

**PERSONNEL OFFICE**  
P. O. Box 869, Pecos, Texas 79772  
Area Code 432-447-7202

**PARA-PROFESSIONAL APPLICATION**

*AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION EMPLOYER*

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Number and Street Area Code Number  
\_\_\_\_\_  
City State Zip Code

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Number and Street Area Code Number  
\_\_\_\_\_  
City State Zip Code

Present Position \_\_\_\_\_

Position Desired \_\_\_\_\_

---

\*Any aide hired after October 1, 2003 will be required to apply for an aide certificate that will cost \$30.00. They will also have to go through a national criminal fingerprint check that will cost an additional \$45.00.

\*In addition to the previous fees, there might be an additional fee by the law enforcement agency doing the actual fingerprint rolling. You can visit <http://www.sbec.state.tx.us> or call our office for more information.

Application Kept On File for One Year



**PERSONAL REFERENCES**

**List names of at least four personal references (excluding relatives).**

Full Name of Reference	Complete Mailing Address	Phone	Position

**WORK REFERENCES**

List names of four or more references (employers, supervisors) that have first hand knowledge of your character, personality, ability, and employment preparation. List at least one supervisor for each of your positions.

Full Name of Reference	Complete Mailing Address	Phone	Position

**GENERAL INFORMATION**

1. When will you be available? Month \_\_\_\_\_ Year \_\_\_\_\_
  
2. Are you related to any member of the Board of Trustees or the spouse of any board member of the Pecos-Barstow-Toyah Independent School District? \_\_\_Yes \_\_\_No If so, explain the relationship  
\_\_\_\_\_
  
3. What academic or professional honors have you received? \_\_\_\_\_  
\_\_\_\_\_
  
4. If hired, do you agree to accept and remain the full school year unless honorably excused after giving at least fourteen days written request for release? \_\_\_Yes \_\_\_No
  
5. Have you ever been convicted of a felony? \_\_\_Yes \_\_\_No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
  
6. Do you type? \_\_\_Yes \_\_\_No If yes, how many words per minute? \_\_\_\_\_
  
7. Do you take dictation? \_\_\_Yes \_\_\_No If yes, how many words per minute? \_\_\_\_\_
  
8. Do you have computer/word processing experience? \_\_\_Yes \_\_\_No If yes, please explain: \_\_\_\_\_

*Pecos-Barstow-Toyah Independent School District is an equal opportunity employer and does not discriminate due to race, color, national origin, sex, handicapping condition and/or age.*

I hereby authorize the Pecos-Barstow-Toyah Independent School District to investigate all statements contained in this application. I affirm that all the information contained in this application is true and complete and that any misrepresentation, falsification or omission herein shall be sufficient reason for dismissal from, or refusal of, employment. I understand that my previous employers may be asked for information relating to my employment record with them. I hereby authorize the Pecos-Barstow-Toyah Independent School District to request from my former employers information relative to my prior employment and I hereby authorize my previous employers to release the same. Furthermore, if selected, I agree to acquaint myself with school board policies and comply with said policies.

---

Signature

---

Date

"I have applied for employment with the Pecos-Barstow-Toyah Independent School District. I hereby give the District permission to make inquiries of references and former employers concerning my general character and past performance. I authorize the party receiving this form to give full and complete information as may be requested by the Pecos-Barstow-Toyah Independent School District. I further agree that the information requested will not become a part of my personnel file if I am employed by the District. I also 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."

---

Signature

---

Date

**PECOS-BARSTOW-TOYAH INDEPENDENT SCHOOL DISTRICT**

P.O. Box 869  
Pecos, Texas 79772

**Criminal History Record Information Form**

**Addendum to Application  
CONFIDENTIAL**

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

Full Name \_\_\_\_\_  
(Print) Last First Middle

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Ethnicity: Black \_\_\_\_\_ White/Other \_\_\_\_\_

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

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.

\_\_\_\_\_  
Signature