



I N S T R U C T I O N S  
T O  
A P P L I C A N T S



*Thank you for considering  
Birdville Independent School District  
during your employment search.*

In order to ensure that you are given full consideration for employment, please complete the following application and forward to:

**Birdville Independent School District  
Attention: Auxiliary Department / Human Resources  
6125 East Belknap Street  
Haltom City, TX 76117**

Your completed application should include the following:

- Employment Application
- Criminal History Authorization form
- Current Resume
- Letter of Interest [for any specific job posted]
- Addendum for School Bus Driver Applicants [if applicable]

*Upon receiving your application, you may be called for a personal interview as the need to fill a job vacancy becomes available. Please note your application will be kept active for consideration in Human Resources for six months. After your six-month expiration date you may contact HR to reactive your application.*

*Please visit the Birdville website at [www.birdvilleschools.net](http://www.birdvilleschools.net) to check for current postings.*



# Birdville Independent School District

6125 East Belknap, Haltom City, Texas 76117

## Employment Application for Service and Support Personnel

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

*An Equal Opportunity Employer*

### PERSONAL DATA

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

Current Address \_\_\_\_\_  
*Street/Box City State Zip Code*

Other Address where you may be reached \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Other name that may appear on records \_\_\_\_\_

### POSITION DATA

List the position(s) you are applying for \_\_\_\_\_

Type of employment:  Full-time  Part-time  Summer Only Date you can begin work \_\_\_\_\_

Have you been employed by Birdville ISD in the past?  Yes  No

If you answered yes, provide dates of employment \_\_\_\_\_

### EDUCATION/TRAINING

Check the highest level of education attained:

GED  Less than two years of college  Bachelor's Degree

High School Graduate  Two or more years of college  Master's Degree

Not high school graduate [circle last grade completed] 1 2 3 4 5 6 7 8 9 10 11 12

Other training or education \_\_\_\_\_

Licenses and/or certificates held \_\_\_\_\_

**SCHOOLS ATTENDED** List all applicable information

Name and Location	Course of study major/minor	Diploma, degree certificate or license held	Year Graduated (college only)

**WORK EXPERIENCE**

Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach resume if available.

Employer and Location	Position/Title	Dates Employed	Reason for Leaving

**SPECIAL SKILLS**

List specific skills and any machines or equipment you can operate. Include typing speed and number of years of experience.

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

**GENERAL INFORMATION**

Do you have a relative who serves on the Birdville ISD Board of Education?  Yes  No

If yes, please provide the relative's name and relationship: \_\_\_\_\_  
 \_\_\_\_\_

Except for minor traffic violations such as parking or speeding, have you ever been convicted, fined, placed on probation, given a suspended sentence, given deferred adjudication, or forfeited bail in connection with any violation of law (misdemeanor or felon), regardless of any subsequent court dismissal, sealing or expungement? (If answering YES, provide details below.) Conviction of a crime is not an automatic bar to employment. The District will consider the nature and date of the offense, and the relationship between the offense and the position for which you are applying.  Yes  No

If yes, please state where, when, and the nature of the offense; indicate whether the charges were dismissed as a condition of probation, suspension or deferred adjudication:

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### REFERENCES

Please list references the district can contact regarding your work history.

Please include all managers and supervisors who evaluated or supervised your performance at your last two employers.

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

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

I understand that the district is required by Texas Education Code 22.083 to obtain criminal history record information on applications 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 180 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Birdville Independent School District Addendum for School Bus Driver Applicants Only

Each person who applies to be a bus driver must provide the following information at the time of application.  
NOTE: Bus drivers are required to have a physical examination and an alcohol and drug screening test.  
An Equal Opportunity Employer

### PERSONAL DATA

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

Home Phone \_\_\_\_\_ Hours available to work \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Type \_\_\_\_\_ School Bus Certification:  yes  no

Have you ever had a license suspended, revoked or cancelled? If yes, explain on back.  yes  no

Are any criminal charges or proceedings pending against you? If yes, explain on back.  yes  no

Have you ever been convicted of any serious traffic violation?  
 If yes, state where, when and nature of the offense on back of form.  yes  no

In the past two years, have you failed an alcohol or drug test given by an employer?  
 If yes, explain on back of form.  yes  no

### WORK EXPERIENCE

Specify work history information for the past 10 years on all jobs for which you were a driver of a commercial motor vehicle  
 List most recent experience first. Use back side if necessary.

Employer Address and Phone	Type of Work	Dates Employed	Reason for Leaving

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 falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I understand that the district is required by federal regulations to obtain alcohol and drug testing results from previous employers for two years prior to the date of this application.

Furthermore, I authorize this information provided above to be used and previous employers may be contacted for investigation purposes and that all parties are released from any liability for any damage that may result from furnishing information to you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



C O N F I D E N T I A L

The Birdville Independent School District is authorized by state law to obtain criminal history record information on applicants being considered for employment (Texas Education Code 22.083). The information requested below is necessary to obtain criminal history record information.

*Please print*

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

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex:  Male  Female      Ethnicity:  Black  White  Other

I understand that 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

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle

Application Date: \_\_\_\_\_ Application Expiration Date: \_\_\_\_\_