

Dear Applicant:

Thank you for your interest in applying with United Day School. All candidates who file an application with us are given consideration for employment as vacancies occur. However, the procedures listed below **must** be followed in order for an application to be accepted.

### INSTRUCTIONS

I. Submit the following items listed below along with your **completed** application to UDS.

- A. A criminal background check from the Sheriff's Department is required to be submitted with your application. Out of town applicants must obtain a clearance from the city or town they currently live in.
- B. A minimum of **3** recommendation forms **must be completed** by individuals listed on the application. These recommendation forms must be mailed to the UDS Human Resources Department **by the principal or supervisor completing the form for the applicant**. When requesting someone to provide you with a reference, we recommend you provide a stamped envelope addressed to UDS Personnel Department. This will allow the person completing the recommendation form to respond promptly. **\*NOTE: Recent graduates who have done their student teaching must list teaching supervisors and cooperating teachers as references.**
- C. A copy of your teaching certificate or a university letter verifying completion of certification requirements must be provided.
- D. As per the accreditation, all teaching positions require a minimum of a bachelor's degree and preferred full state certification.
- E. An official transcript with degree posted needs to be submitted along with the application. The transcript must remain sealed when submitted.
- F. If you have previous teaching experience, a **copy** of a Teacher Service Record needs to be submitted with your application in order to verify years of experience.
- G. Out of state applicants, need to submit out of state references.

### **\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\***

II. Mail or Deliver the completed application to:

**MAIL TO: United Day School**

**Attn: Personnel**

**1701 San Isidro Parkway**

**Laredo, Texas 78045**

III. Head of School will review applications as vacancies occur and set up appointments for interviews as needed.

IV. **Applications are active for only one year**. An updated application must be received in our office on a yearly basis to remain active for future consideration for employment. An updated criminal history record check and updated work references must be resubmitted to the Personnel Department. If this is not received, then your application will become inactive after one year.

**United Day School**  
*An Equal Opportunity Employer*  
**Employment Application for Professional Personnel**  
 Personnel Department  
 1701 San Isidro Parkway, Laredo, TX 78045  
 (956) 723-7261 FAX (956) 718-4048

**PERSONAL INFORMATION**

<b>Date of Application:</b>		<b>Date Available for Employment:</b>		
<b>Legal Name:</b>		<b>Social Security #:</b>		
<i>Last</i>	<i>First</i>	<i>Middle</i>		
<b>Address:</b>				
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<b>Permanent Address:</b>				
<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<b>Home Telephone: (    )</b>		<b>Permanent/Business/Work Telephone: (    )</b>		

**POSITION INFORMATION**

*Check all positions for which you are applying:*

ELEMENTARY	MIDDLE SCHOOL	SUPPORT PERSONNEL
PreK – Kinder	Grades 6-8	Administrator      Librarian
Grades 1 - 2	Subject _____	Counselor      Nurse
Grades 3 - 5		Other: _____
Other: _____		

**OTHER WORK EXPERIENCE**

► Please provide a complete listing of all jobs or administrative positions you have held in the past ten years. Attach additional sheets if necessary. Attach resume if available. *(Begin with most recent or current position(s) held.)*

Name of School District/Firm	Position	Area Code & Phone Number	Dates Employed From / To	Supervisor/Principal	Reason for Leaving

**UDS HUMAN RESOURCES OFFICE USE ONLY**

Criminal History _____ Professional References _____	Certification /License _____
Interviewed By _____ Date _____	Assignment _____ Location _____
	Beginning Date _____ Approved By _____

**EDUCATIONAL BACKGROUND**

**COLLEGE** (Please attach a *copy* of your official college transcripts)

Name of Institution	Location	Dates Attended From/To	Graduation Date	University Level of Degree/Diploma	Major	Minor

**CERTIFICATE AND LICENSE INFORMATION** (LIST PENDING CERTIFICATE TYPE AND DATE)

Type of Certificate/License (Attach a <i>copy</i> of your certificate/license)	Teaching Fields	Date Issued	Expiration Date	State

▶ Have you successfully completed the appropriate *EXCET* tests? \_\_\_ Yes \_\_\_ No

If *no*, what date are you scheduled to take exam(s)? \_\_\_\_\_

▶ Has your employment with any Texas school district caused you to be placed on a permit or one year certificate?  
\_\_\_ Yes \_\_\_ No

**TEACHING EXPERIENCE**

*\*Start with most current position held. Attach additional sheets if necessary\**

Name of School & Location	Area Code & Phone Number	Grade/Subject	Dates Taught From / To	Supervisor/Principal	Reason for Leaving

▶ Total Years of Teaching Experience: \_\_\_\_\_ (\*A copy of your Teacher Service Record must be attached in order to verify years of experience.)

▶ Have you previously been placed on Level II or above of the Texas Teacher Career Ladder? \_\_\_ Yes \_\_\_ No

If *yes*, please complete section below:

Employing School District	Initial Placement Date	Career Ladder Level ( I, II or III)	Year(s)

**GENERAL INFORMATION**

**“Conviction” shall include probation or deferred adjudication (probation), a finding of guilt or acceptance by the court of a plea of guilty, or nolo contendere.**

*Moral turpitude is an act of baseness, vileness or depravity in the private or social duties outside the accepted standards of decency and that shocks the conscience of an ordinary person, including, but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor.*

▶ **Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?** \_\_\_ Yes \_\_\_ No  
 If yes, please attach statement of the nature of the offense:

▶ **Have you ever been charged with, been convicted of, received deferred adjudication (probation), plead guilty or nolo contendere for an offense of capital murder, attempted murder, murder, voluntary manslaughter, involuntary manslaughter, indecency with a child, injury to a child or elderly or disabled individual, kidnapping, aggravated kidnapping, aggravated sexual assault of a child, aggravated robbery, or any felony where a deadly weapon was used or exhibited or for any felony related to the manufacture, delivery or possession of marijuana, a controlled substance, or dangerous drug?** \_\_\_ Yes \_\_\_ No

*\* Conviction of a crime is not an absolute bar to employment. Pursuant to district policy, the district will review each application according to the criteria set forth in the district’s DC (Local) policy.*

▶ **Why do you desire to leave your present position or why did you leave your last position?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

▶ **Have you ever been involuntarily terminated, asked to resign, or resigned due to employee misconduct from any previous employer?** \_\_\_ Yes \_\_\_ No

If yes, give the name of your prior employer, date and reason(s) for such action: \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT REFERENCES**

▶ **Please list four work related references that may be contacted regarding character and work history.**

*(List most recent or current supervisor.)*

School District/Firm Name	Mailing Address	Area Code & Phone Number	Immediate Supervisor	Dates Employed From / To



## CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION

I authorize United Day School to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for employment.

*In order to obtain a criminal check you must be 18 years or older.*

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

Address: \_\_\_\_\_

Sex: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*Male or Female*

Race: \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
*(White, Black, Hispanic, etc.)*

Date of Birth: \_\_\_\_\_  
*(Numeric Month/Day/Year)*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 21.917 Access to Police Records of Employment Applicant

- (a) A school district is entitled to obtain criminal history record information that relates to an applicant for employment with the district if, at the time of the request for the information, the district submits to the custodian of the information a signed statement from the employment applicant authorizing the district to obtain the information.
- (b) A school district may obtain information under this section from any law enforcement agency, including a police department or the Department of Public Safety, or from the Texas Department of Corrections.
- (c) A school district may use information obtained under this section only for the purpose of evaluating applicants for employment.

**United Day School 1701 San Isidro Parkway, Laredo Tx 78045**

**PROFESSIONAL REFERENCE FORM**

\_\_\_\_\_  
Name of Applicant (Please Print)

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Position Sought

*I have applied for employment with United Day School. I hereby give UDS permission to make inquiries of references concerning my performance in the past and general character. I hereby authorize the party receiving this form to give full and complete information as may be requested by the United Day School. I further agree that the information requested will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see this information.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*REFERENCES MUST COME FROM PREVIOUS EMPLOYERS, PREFERABLY FROM MOST RECENT SUPERVISOR/PRINCIPAL\***

<i>Personal Qualities &amp; Characteristics:</i>	<i>(5) Clearly Outstanding</i>	<i>(4) Exceeds Expectations</i>	<i>(3) Satisfactory</i>	<i>(2) Below Expectations</i>	<i>(1) Unsatisfactory</i>	<i>Unknown</i>
General appearance, attire & grooming						
Exercises professional judgment in absences from work.						
Communicates information effectively.						
Demonstrates good judgment.						
Inspires cooperation & confidence.						

<i>Teaching &amp; Instructional Qualities:</i>	<i>(5) Clearly Outstanding</i>	<i>(4) Exceeds Expectations</i>	<i>(3) Satisfactory</i>	<i>(2) Below Expectations</i>	<i>(1) Unsatisfactory</i>	<i>Unknown</i>
Commands confidence & respect.						
Demonstrates knowledge of subject matter.						
Practices good principles of teaching, judged largely by results.						
Uses a variety of instructional methods.						
Handles discipline matters in a fair & consistent manner.						
Works in harmony with others as part of an instructional team.						
Communicates students successes and failures to parents.						
Maintains positive rapport with students.						
Assumes responsibilities in teaching activities.						

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

What is your relationship to this applicant? Supervisor \_\_\_\_\_ Other \_\_\_\_\_

Would you recommend the applicant for the position desired? \_\_\_ Yes \_\_\_ No

Do you know of any reason why this applicant should not be employed by a UDS? \_\_\_ Yes \_\_\_ No

If yes, please explain. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's/Principal's (PLEASE PRINT)

\_\_\_\_\_  
Supervisor's/Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution/Firm Name & Address

**United Day School 1701 San Isidro Parkway, Laredo Tx 78045**

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 Do you know of any reason why this applicant should not be employed by a UDS? \_\_\_ Yes \_\_\_ No  
 If **yes**, please explain. \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

Supervisor's/Principal's (PLEASE PRINT) \_\_\_\_\_ Supervisor's/Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Institution/Firm Name & Address \_\_\_\_\_

**United Day School 1701 San Isidro Parkway, Laredo Tx 78045**

**PROFESSIONAL REFERENCE FORM**

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COMMENTS: \_\_\_\_\_  
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Supervisor's/Principal's (PLEASE PRINT) \_\_\_\_\_ Supervisor's/Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Institution/Firm Name & Address \_\_\_\_\_