

# RIVIERA ISD

## Employment Application

203 Seahawk Drive  
Riviera, Texas 78379  
Phone: (361) 296-3101  
Fax: (361) 296-3108  
Website: [www.rivieraisd.us](http://www.rivieraisd.us)



*Rooted in Tradition, Growing with Pride!*

## Certified Personnel

Application for

\_\_\_\_\_ Name

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip

\_\_\_\_\_

Position for which you applying \_\_\_\_\_

# RIVIERA ISD EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

*Riviera ISD is an Equal Opportunity Employer\**

<b>Date of Application</b> _____ <b>Social Security Number:</b> XXX-XX-_____																	
<b>Personal Data</b>	Name _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: -10px;"> <span><i>Last</i></span> <span><i>First</i></span> <span><i>Middle initial</i></span> </div> Current address _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: -10px;"> <span><i>Street/Box</i></span> <span><i>City</i></span> <span><i>State</i></span> <span><i>ZIP Code</i></span> </div> Email address _____ Home phone _____ Cell _____ Other _____ Other name that may appear on records _____ Driver's License Number _____ State of _____ <p style="text-align: center; font-size: small; margin-top: 10px;"><i>(Used for certification, reference, and criminal history record checks)</i></p>																
<b>Position Data</b>	List the position(s) for which you are applying _____ Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> Letter of Interest <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____ Have you been employed by RIVIERA ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____ Reason for leaving: _____																
<b>Education / Training</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name and Location of Schools Attended</th> <th style="width: 33%;">Course of Study and Major/Minor</th> <th style="width: 33%;">Diploma, Degree, or Certificate Granted</th> <th style="width: 11%;">Year Graduated <i>(College only)</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name and Location of Schools Attended	Course of Study and Major/Minor	Diploma, Degree, or Certificate Granted	Year Graduated <i>(College only)</i>												
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## RIVIERA ISD EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

<b>Certification / Licensure</b>	<p><b>Certificates or Licenses currently held:</b></p> <p><input type="checkbox"/> Valid Texas Educator Certification</p> <p><input type="checkbox"/> Valid Other State _____</p> <p><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Category/Level(s) of Certification: _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p>				
	<p><b>List teaching experience beginning with most recent years:</b></p>				
	<b>Teaching Experience</b>	Name / Location of School		Name / Location of School	
		Type of Assignment		Type of Assignment	
	Dates Taught		Dates Taught		
	Principal's Name and Phone		Principal's Name and Phone		
	Reason for Leaving		Reason for Leaving		
	Name / Location of School		Name / Location of School		
	Type of Assignment		Type of Assignment		
	Dates Taught		Dates Taught		
	Principal's Name and Phone		Principal's Name and Phone		
	Reason for Leaving		Reason for Leaving		

## RIVIERA ISD EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

<b>Other Work Experience</b>	<b>Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary.</b>				
	Employer Name and Location		Employer Name and Location		
	Position/Title Held		Position/Title Held		
	Dates Employed		Dates Employed		
	Supervisor's Name and Phone		Supervisor's Name and Phone		
	Reason for Leaving		Reason for Leaving		
	Employer Name and Location		Employer Name and Location		
	Position/Title Held		Position/Title Held		
	Dates Employed		Dates Employed		
	Supervisor's Name and Phone		Supervisor's Name and Phone		
Reason for Leaving		Reason for Leaving			
<b>References</b>	<b>Please list references the district can contact regarding your work history:</b>				
	Full Name of Reference	School District/ Firm Name	Mailing Address	Position/Title	Area Code/ Phone Number

## RIVIERA ISD EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

<b>General Information</b>	<p>Do you have a relative who serves on the Board of Trustees or is an employee of RIVIERA ISD?  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____</p> <p>_____</p> <p>Have you ever been convicted of, pled 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense. _____</p> <p>_____</p> <p>_____</p> <p><i>A felony conviction is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.</i></p>
<b>Verification</b>	<p>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.</p> <p>I authorize the references listed on the previous page 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 the same to you.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants. I understand that periodic submission to random drug testing may be a condition of employment.</p> <p style="text-align: center;">             _____              Signature         </p> <p style="text-align: center;">             _____              Date         </p> <p><b>This application becomes the property of the district. The district reserves the right to accept or reject it.</b></p>

*\*Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The district Title IX Coordinator is Karen Unterbrink, Superintendent, 203 Seahawk Dr., 361-296-3101.

**DPS Computerized Criminal History (CCH) Verification**

I, \_\_\_\_\_, have been notified that a computerized criminal  
**PRINT Applicant or Employee Name**

history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process, I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process, I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and that I am responsible for the fee to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits.)**

\* \_\_\_\_\_  
**Signature of Applicant or Employee**

\* \_\_\_\_\_  
**Date**

Riviera Independent School District  
Agency Name

\_\_\_\_\_  
Agency Representative Name (Please Print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Check and Initial each Applicable Space

CCH Report Printed:  
YES \_\_\_ NO \_\_\_ Initial

Purpose of CCH: \_\_\_\_\_

Hired \_\_\_ Not Hired \_\_\_ Initial

Date Prited: \_\_\_\_\_ Initial

Destroyed Date: \_\_\_\_\_ Initial

**Retain in your files.**

## RIVIERA ISD EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

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Following, you will find a two-page Recommendation Form. You are to give a copy of this form, along with a stamped addressed envelope, to three (3) references of your choice.

Address envelopes to: Personnel Office  
Riviera Independent School District  
203 Seahawk Drive  
Riviera, Texas 78379

**Please note the following in selecting your references:**

If you have had teaching experience, choose persons such as principals or superintendents who are familiar with your classroom work.

You must include references from your present or latest teaching position.

If you have not had teaching experience, your references may be college instructors or supervising teachers who have supervised your student teaching or work within a classroom.

**RECOMMENDATION FORM**

Name of Applicant (Print ) \_\_\_\_\_ Social Security XXX-XX- \_\_\_\_\_

Position for which I am applying: \_\_\_\_\_

*“I am applying for employment with the Riviera Independent School District. I hereby authorize the party receiving this form to give full and complete information as may be requested by the Riviera Independent School District. This recommendation form is the property of the school district and will remain confidential. Since recommendations are required for the consideration of my application, your prompt completion of this form would be greatly appreciated. Thank you.”*

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



1. How long and in what capacity have you known this applicant?

\_\_\_\_\_

2. Have you seen this applicant teach? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Could this applicant remain in his/her present position? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain.

\_\_\_\_\_

\_\_\_\_\_

5. To your knowledge, has this applicant ever been asked to resign, been fired or failed to be re-employed as a teacher? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

GENERAL COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## RIVIERA ISD EMPLOYMENT APPLICATION FOR CERTIFIED PERSONNEL

CHECK EACH ITEM IN ONE OF THE COLUMNS	Top %	Middle %	Bottom %	No Basis to Judge
<b>PROFESSIONAL TRAITS</b>				
Motivates students				
Uses a variety of techniques				
Uses a variety of resources				
Tends individual student needs				
Good daily preparation				
Knowledge of subject areas				
Open-minded to suggestions				
Co-operates with peers				
Continued professional growth				
Good use of English language				
<b>MANAGEMENT</b>				
Maintains control in classroom				
Shows good leadership qualities				
Completes lesson plans				
Communicates with parents				
Maintains records /reports				
Maintains classroom				
<b>PERSONAL QUALITIES</b>				
Good general appearance				
Shows enthusiasm for teaching				
Uses pleasant tone/voice				
Is punctual				
Takes initiative				
Has positive attitude				
Uses good judgment				
Uses tact with others				

\_\_\_\_\_  
Name of Reference (Print)

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

