



Grapevine-Colleyville Independent School District
3051 Ira E. Woods
Grapevine, TX 76051
www.gcisd-k12.org

AUXILIARY PERSONNEL APPLICATION

Thank you for your interest in GCISD. The completion of this application does not imply that we have vacancies at this time or that an offer of employment will be made.

To be considered for a position with GCISD you must present:

1. A completed application. Incomplete applications will not be considered for open positions.
 2. A completed Personal Data Information Form for a criminal background check.
 3. Certification(s) and/or Licenses(s) required for applicable positions.
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Interviews will be extended by invitation to those applicants who most closely meet the qualifications for the position.

Certain positions require a physical and/or drug test. Job offers will be made contingent upon applicants successfully completing the physical.

Thanks again for your interest in GCISD!



Date _____
 Copies _____

AUXILIARY EMPLOYMENT APPLICATION

3051 Ira E. Woods Avenue
 Grapevine, TX 76051
 Phone (817) 488-9588
www.gcisd-k12.org

Personal

Name _____
Last First Middle Initial Maiden

Address _____

Home Phone _____ Alternate Phone _____

Other names that may appear on records _____

Are you a former GCISD employee? Yes No If yes, dates of employment _____

Do you have legal authorization to work in the United States? Yes No
 If employed, you will be required to produce documentation of your identity and authorization to work.

Are you bilingual? Yes No If yes, in what language? _____

How were you referred to GCISD? Website _____ Flyer _____ Newspaper _____ Friend _____ Other _____

Auxiliary Positions

Rank the positions for which you are applying by placing a number in the blank (1 being the preferred position)

- ___ Bus Driver ___ Bus Monitor ___ Custodian ___ Food Service ___ Grounds
 ___ KidzU (Day Care) ___ Maintenance ___ Mechanic ___ Swim Center (Instructors/Lifeguards)
 ___ Warehouse ___ Other (specify) _____

Education

- High School Diploma GED
 Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12

Name of School High School	City	State	Diploma – Circle one
			Yes No
Name of College	City	State	Degree
			Yes No

Special Skills and Training

List specific skills (word processing, etc.), any machines or equipment you can operate, and any specialized training you have completed. List any licenses and certificates held.

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Employment History – list most recent experience first

Company:	Position	Dates Employed	Reason for Leaving
Address:	Job Duties		
Supervisor's Name:			
Phone No:			
May we contact your present employer __ Yes __ No			
Company:	Position	Dates Employed	Reason for Leaving
Address:	Job Duties		
Supervisor's Name:			
Phone No:			
Company:	Position	Dates Employed	Reason for Leaving
Address:	Job Duties		
Supervisor's Name:			
Phone No:			
Company:	Position	Dates Employed	Reason for Leaving
Address:	Job Duties		
Supervisor's Name:			
Phone No:			

(If you are applying for a Bus Driver position, you must list work history for the past 10 years for which you were a driver of a commercial motor vehicle.)

References – Please do not list relatives

Full Name of Reference	Company Name/School District	Position/Title	Area Code & Phone No.

Criminal History

GCISD obtains criminal history information on applicants for employment under the authority of Texas Education Code §22.083 and §22.084. You must provide the information requested on the Authorization for Criminal Background Check enclosed with this application. The information will be used by the District solely for the purpose of obtaining criminal history information.

The term moral turpitude includes, without limitation, theft or attempted theft of any kind, fraud of any kind, sexual offenses of any kind, assault offenses, bribery, perjury, drug or alcohol offenses, offenses involving minors, or any other offense contrary to justice, honesty, modesty, or good morals. The term "conviction" includes a "no contest" or "nolo contendere" plea, a guilty plea, probation, and deferred adjudication.

Conviction of a felony or a crime of moral turpitude is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position(s) for which you are applying.

Have you ever been convicted of a felony offense of any kind or any offense, felony or misdemeanor, involving moral turpitude? Yes No

If yes, please explain in full _____

General Information

Are you related to the Superintendent of GCISD? Yes No What is your relationship? _____

Do you have a relative who is a member of the GCISD Board of Trustees? Yes No

If yes, please provide the name and relationship _____

Do you have a relative who is employed by GCISD? Yes No

If yes, please provide the name and relationship _____

Have you ever been dismissed, terminated, asked to resign, or failed to be re-employed? Yes No

If yes, When? _____ Where? _____

Statement of Understanding

I certify that all the information contained in this application is true and correct, and I further understand that any misstatement or omission of fact and information may be grounds for disqualification or immediate dismissal.

If employed by the District, I agree to conform to all District policies and procedures. I further understand that no representative of the District, other than the Superintendent or designee, has any authority to enter into any agreement, oral or written, for employment for any specified period of time. I further understand that only the Superintendent makes decisions about continued employment.

I authorize all persons listed in this application to give the District any and all information regarding my employment and education and any other pertinent information they may have, personal or otherwise, and release all parties, such persons, and the District for any damage that may result from furnishing same to the District.

I understand that the District is authorized by Texas Education Code §22.083 and §22.084 to obtain criminal history record information on applicants the District intends to employ. I understand that my employment with the Grapevine-Colleyville ISD is contingent upon receipt of a satisfactory criminal background report.

I understand that I may be required to take a post-offer physical examination and drug test. Any offer of employment is contingent upon successfully passing the post-offer physical and drug test.

Applicant Signature _____ Date _____

Grapevine-Colleyville ISD considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. This application becomes the property of the District and a public record and is subject to disclosure. The District reserves the right to accept or reject it. This application shall be considered active for 12 months. If you have not received a response during this time period, you may reapply. GCISD is an Equal Opportunity Employer.

ADMHR001
01/06



**Personal Data Information Form
Authorization for Criminal Background Check**

SOCIAL SECURITY NUMBER

Name _____
Last First Middle Maiden

_____ Date of Birth
Any other names you have used

List all the cities and states in which you have lived during the past 10 years:

- 1. _____ 3. _____
- 2. _____ 4. _____

For Bus Driver Positions Only

Hours available for work: _____ School Bus Certification Yes No

Driver's license number _____ Type _____

Have you ever had a license suspended, revoked, or canceled? Yes No

If yes, explain _____

Are any criminal charges or proceedings pending against you? Yes No

If yes, explain _____

Have you ever been convicted of any specific criminal offense or serious traffic violation? Yes No

If yes, explain _____

In the past two years, have you failed an employer's alcohol or drug test? Yes No

If yes, explain _____

I understand that the District is required by Texas Education Code §22.083 and §22.084 to obtain criminal history record information on applicants selected for employment. I understand that my employment with the Grapevine-Colleyville ISD is contingent upon receipt of a satisfactory criminal background report. I understand this information will be used by the District solely for the purpose of obtaining criminal history information.

I hereby authorize the GCISD or its agent to make any investigation into my background deemed necessary. I further authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply all information concerning my background, and to furnish records, hereon, or to deliver any relevant answers or information, and I hereby release all such agencies, firms or individuals, its agents and employees from any and all liability or responsibility arising from furnishing such information.

Applicant Signature Date

ETHNICITY

Completion of the following information is voluntary. This information is requested for record keeping purposes for compliance with state and federal employment laws. This information will not become part of the hiring process.

- African American (Not of Hispanic Origin) American Indian or Alaskan Native Hispanic
- Asian or Pacific Islanders White (Not of Hispanic Origin) Male Female