

**School of Excellence in Education**

1826 Basse Road  
San Antonio, TX 78213  
210-431-9881

**APPLICATION FOR EMPLOYMENT**

*School of Excellence in Education is an equal opportunity employer*

PLEASE PRINT AND COMPLETE IN DETAIL

DATE AVAILABLE: \_\_\_\_\_

**PERSONAL DATA**

_____	_____	_____	
Last Name	First Name	Middle Initial	
_____	_____	_____	_____
Present Address	City/State	Zip Code	Phone Number
_____	_____	_____	_____
Permanent Address	City/State	Zip Code	Phone Number

Name of person to contact if you cannot be reached

_____	_____	_____	_____
Name	Address	City/State	Phone Number

**POSITION DESIRED**

Teaching Preference: If an elementary teacher, specify the grade level/subject area. If a secondary teacher, specify the content area and level, middle or high school. If a vocational teacher, specify vocational area.

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

If position desired is other than teaching, please specify: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

List the degrees earned and the conferring university or school

_____	_____	_____	_____
Degree	College/University	City/State	Dates Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any other colleges or universities attended

_____	_____	_____	_____
Hours	College/University	City/State	Dates Attended
_____	_____	_____	_____
_____	_____	_____	_____

**CERTIFICATION**

**Teachers certified in Texas:** Please complete the information on the Texas teaching certificate and include a copy of the certificate. Have you been on a permit? \_\_\_\_\_ If so, for what assignment? \_\_\_\_\_

**Imminent Texas graduates:** Have EXCET requirements been met? \_\_\_\_\_ Professional development? \_\_\_\_\_ Content area? \_\_\_\_\_ Have you been or will you be recommended for a Texas teaching certificate? \_\_\_\_\_ If so, please complete the information as though you hold a Texas teaching certificate.

**Out of state certified teachers:** Please complete the information below with the information from your teaching certificate.

State                      Expiration Date                      Level of Certification                      Elem Area Conc.                      Secondary Teaching                      Endorsements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If secondary qualified, list subject areas other than teaching fields in which you have at least 12 semester hours

Subject                      Sem. Hours                      Subject                      Sem. Hours                      Subject                      Sem. Hours

Vocational applicants please submit a copy of your Statement of Qualifications (SOQ) and Approval for Vocational Instruction (TCER014).

Applicants for Administration, Supervision or Counseling positions please list certifications presently held.

\_\_\_\_\_

List scholastic honors, scholarships, awards or assistantships:

\_\_\_\_\_

List staff development attended within the last three years:

\_\_\_\_\_

\_\_\_\_\_

**NON-EDUCATIONAL EMPLOYMENT:** List only full-time positions held for six (6) months or longer from the time of high school graduation. Use a separate sheet if necessary:

Dates    Position                      Company                      Supervisor                      Address                      City/State/Zip

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT IN EDUCATION:** List only full time education employment: do not include student teaching, substitute teaching, night school or trade school. A resume may be submitted instead.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever NOT been reappointed? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

**OTHER DATA:**

Texas law provides that a school district may discharge an employee who fails to disclose a conviction of a felony or an offense involving moral turpitude. Conviction of a crime is not an automatic bar to employment. The school district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position which the applicant is applying.

*If the answer is "yes" to any of the questions below, please provide details on a separate sheet of paper.*

Have you ever been convicted of a felony or any offense involving moral turpitude (moral turpitude includes, but is not limited to: theft, attempted theft, murder, rape, swindling, fraud, and indecency with a minor)? \_\_\_\_\_

If the answer is "yes," please give details relating to the date of conviction, place of conviction, the court in which conviction occurred, and the case number as well as the sentence. This information may be submitted on a separate sheet of paper.

Are you related in any way, including by marriage, to any board member presently serving on the SEE Board of Trustees? \_\_\_\_\_ If "yes," please name the person and the relationship. \_\_\_\_\_

This information is requested in order to assist us in complying with the EEO guidelines. Please check one in each category.

Ethnicity: Am Indian \_\_\_ African Am/Black \_\_\_ Asian American \_\_\_ Hispanic \_\_\_ Other \_\_\_

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

**Professional References:**

Imminent graduates must include supervising teacher and a professor in your area of concentration among references. If registered with the Placement Office, your file will contain this information. Please request that this file be sent. Experienced teachers/other applicants must include a minimum of four of the most recent educators/employers for whom you have worked. School of Excellence in Education will request references of those cited.

Name/Title	Company	Address	City/State/Zip
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**IMPORTANT NOTICE TO APPLICANTS**

Consideration for employment is contingent upon having an application complete in every detail, i.e. transcripts, references, copies of teaching certificates, interview with School representatives, etc. The application and its contents become the property of the school district. The active status of a teaching application is three months from the specified date of availability. The active status of other professional applications will be one year or until the next general announcement for the specified position. The active status of either application will be extended upon written request. Once removed from active status, all contents are destroyed.

I, the undersigned, affirm that the information included in my application is true and complete. I understand that failure to include true and complete information may result in my disqualification for consideration for employment and/or dismissal from my position with the School of Excellence in Education. I also understand that the references and personal information which becomes part of this application are regarded as confidential and shall not be revealed to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The School of Excellence in Education does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities or employment as required by Title IX, Section 504 and Title VI.