



Radford School
 An Equal Opportunity Employer
 2001 Radford Street
 El Paso, Texas 79903
 (915) 565-2737 – FAX (915) 565-2730
www.radfordschool.org



Application for Instructional Position

Position for which you are applying: _____

A. PERSONAL INFORMATION

Name: _____
(Last Name)
(First Name)
(Middle Initial)

Home Address: _____

City, State, Zip Code _____

Home Phone _____ Cell Phone _____

Email Address _____ Date Application Submitted _____

If hired, can you show proof of your legal right to work in the United States? Yes No

B. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year(s)	Degree	Major

C. TEACHING EXPERIENCE

Please list teaching experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Years Employed

Please explain any gaps in employment-if any.

D. CERTIFICATION

Do you currently hold a valid Texas Educator Certificate with appropriate endorsement for the position you are applying for? Yes No

Please list your endorsements: _____

E. OTHER RELEVANT EMPLOYMENT EXPERIENCE

Position	Employer	City and State	Specific Years Employed

Why would you like to work for Radford School?

F. REFERENCES

Please list four individuals who are very familiar with your professional work and who may be contacted.

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

G. BACKGROUND INFORMATION

If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted, pleaded guilty or pleaded nolo contendere (no contest) to any felony offense or any misdemeanor offense involving moral turpitude? Yes No
2. Have you ever had any criminal charges filed against you or were you ever arrested and have you ever been placed on probation or deferred adjudication? Yes No
3. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education? Yes No
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline? Yes No

H. APPLICATION INFORMATION

Radford School adheres to all regulations prohibiting discrimination because of race, color, or national origin, sex, or age in accordance with the Employment Act of 1967. Any inquiries concerning the application or employment process may be referred to the Principal or any member of the Radford School Board of Directors at 2001 Radford Street, El Paso, Texas 79903, (915) 565-2737.

Before an application can be submitted for review, the following items will need to accompany the application. Please make copies of any original documents.

- 1. Copy of transcripts from college
- 2. Copy of driver’s license (front and back)
- 3. Copy of social security card
- 4. Copy of resume
- 5. Copy of valid teaching certificate
- 6. Copies of other certifications or titles held (alternative certifications, etc.)

I. AUTHORIZATION

Please read carefully and then sign your name if you agree to the terms of this understanding.

- 1. This application and the statements made herein become the property of Radford School at the time the application is submitted. This application will be kept on file for six (6) months from the date of application. If applicant is not employed within this time and still wishes to be considered, a new form must be completed.
- 2. By signing this document, I swear under the penalty of perjury that the foregoing statement and all things related thereto are true and correct, and I hereby acknowledge my understanding of Article 37.10 of the Texas Penal Code which provides that making a false entry or alteration of a government document is an offense against the State of Texas and punishable by law. I further acknowledge that the making of a false statement, the furnishings of false information, or the withholding of pertinent or material information in connection with this application will constitute grounds for dismissal.
- 3. By signing this document, I authorize Radford School to request information concerning my employment; and I hereby authorize the release of information and further release of liability to any and all parties who may supply personal information concerning my employment, educational, and medical background to Radford School.
- 4. Copies of all required documents as listed on the Application Information section must be submitted with the application.
- 5. The application is not complete unless all blanks are filled in or checked, and the application is signed. Incomplete applications will not be considered.
- 6. Radford School will conduct criminal background checks.

Signature of Applicant

Date