

# BUNA INDEPENDENT SCHOOL DISTRICT EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL

*We consider 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.*

## ***An Equal Opportunity Employer***

<b>PERSONAL DATA</b>			
Date of application			
Name			
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>	
Current address			
<i>Street/Box</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Other address where you may be reached			
Work phone		Home phone	
Other name that may appear on records			
<i>(Used for certification, reference, and criminal history record checks)</i>			
<b>POSITION DATA</b>			
List the position(s) you are applying for			
Credentials included with application:			
<input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees <input type="checkbox"/> Three letters of reference			
Date you can begin work			
Have you ever been employed by Buna ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered yes, provide dates of employment:			
<b>EDUCATION/TRAINING</b>			
Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated ( <i>college only</i> )

# BUNA INDEPENDENT SCHOOL DISTRICT EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL

--	--	--	--

## CERTIFICATION

<p>Certificate or License Currently Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas</p> <p><input type="checkbox"/> Valid other state</p> <p><input type="checkbox"/> Texas Emergency</p> <p><input type="checkbox"/> Texas One-Year: Expires</p> <p><input type="checkbox"/> Texas Temporary Administrative: Expires</p>	<p>Other Certification:</p> <p><input type="checkbox"/> Instructional Leadership Training (ILT)</p> <p><input type="checkbox"/> Texas Teacher Appraisal System (TTAS)</p>
--	---

Level(s) of Certification:

Areas of Specialization/Endorsements (as listed on certification):


## TEACHING/ADMINISTRATIVE EXPERIENCE

List experience beginning with most recent years.

Name and location of school	Type of assignment	Dates employed	Reason for leaving

## OTHER WORK EXPERIENCE

School district/Firm Name	Position/Title	Dates employed	Reason for leaving

## BUNA INDEPENDENT SCHOOL DISTRICT EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL


### PROFESSIONAL DATA

Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.

Papers/articles published

Seminars/workshops conducted

Other related professional activities

### GENERAL INFORMATION

Do you have a relative who serves on the BUNA ISD Board of Education?  Yes  No

If yes, please provide the relative's name and relationship:

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 state where, when, and the nature of the offense

(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.)

Are you computer literate?  Yes  No

**BUNA INDEPENDENT SCHOOL DISTRICT  
EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL**

---

**Briefly describe your philosophy of campus leadership: (in your own handwriting)**

**BUNA INDEPENDENT SCHOOL DISTRICT  
EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL**

---

--

**BUNA INDEPENDENT SCHOOL DISTRICT  
EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL**

---

**Please list your major accomplishments as a teacher and administrator: (In your own handwriting)**

**BUNA INDEPENDENT SCHOOL DISTRICT  
EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL**

---

**REFERENCES**

Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.

Full name of reference	School district/firm name	Mailing address	Position/Title	Area Code/ Phone number

**BUNA INDEPENDENT SCHOOL DISTRICT  
EMPLOYMENT APPLICATION FOR ADMINISTRATIVE PERSONNEL**

---

**PERSONAL STATEMENT**

Please make a statement in your own handwriting concerning your reasons for desiring a position with the **BUNA INDEPENDENT SCHOOL DISTRICT**. (Please use additional sheets of paper if necessary.)

**VERIFICATION**

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.

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 parties from liability for any damage that may result from furnishing the same to you.

I understand that the district is authorized by Texas Education Code § 22.083 to obtain criminal history record information on applicants the district intends to employ.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for \_\_\_\_\_ months. If you have not received a response during this time period, you may reapply or reactivate your application.

BUNA INDEPENDENT SCHOOL DISTRICT  
P. O. Box 1087  
Buna, TX 77612  
(409) 994-5101