



Alamo Heights Independent School District

Plant Services and Transportation Department

175 Rittiman Road San Antonio, Texas 78209 Phone (210) 832-5973

Personal Information (Please type or print in ink)

Date: _____ Social Security Number: _____
Name: _____ Last First Middle
Address: _____ Street City State Zip Code
Home Phone: () _____ Other: () _____
Name(s) used on records if different from present name: _____

Check all positions for which you are applying

HVAC _____ Bus Driver _____ Bus Monitor _____ Carpenter _____ Custodian _____ General Maintenance _____
Electrician _____ Locksmith _____ Mechanic _____ Painter _____ Plumber _____ Grounds _____ Other _____

Education History

Circle Highest Grade Completed: High School Equivalency Test (GED)
7 or less 8 9 10 11 12 Date Passed: _____ State Awarded: _____
Table with 5 columns: Type of School, School Name/Location, Dates Attended, Course of Study, Diploma, Degree, Certificate, Hours completed

Employment History – Begin with your most recent employer and list all positions held, including military, part-time or summer work.

Table with 4 columns: Name of Employer/Supervisor, Dates Employed, Address/Phone Number, Type of Work

Reason for leaving: _____

Name of Employer/Supervisor	Dates Employed	Address/Phone Number	Type of Work

Reason for leaving: _____

Name of Employer/Supervisor	Dates Employed	Address/Phone Number	Type of Work

Reason for leaving: _____

References

Please list three persons who have knowledge of your work ability (NO RELATIVES). At least two references must be people who have supervised you.

Name	Address	Phone	Position/Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please complete the following as applicable:

Trade	Years of Experience
Truck/Bus Mechanic	
Building Custodian	
Bus Driver	
Carpenter finish/rough	
Concrete finisher	
Electrician	
Glazier	
Heat/Air Conditioning	
Painter	
Plumber	
Welder	
Welder	
Grounds/Landscaping	

GENERAL INFORMATION
(Please read carefully and answer each question)

Have you ever been employed by Alamo Heights ISD Yes No

Position _____ Dates _____

Can you, after employment, submit verification of your legal right to work in the United States Yes No

Have you ever been (1) convicted of, or (2) pled guilty, or (3) pled no contest (nolo contendere) to a felony or misdemeanor other than a minor traffic violation. The scope of inquiry includes, but not limited to crimes of theft, rape, sexual assault, assault, murder, swindling, indecency with a minor and possession or sale of marijuana or any category of illegal drugs. Yes No

If yes please state where, when and the nature of the offense: indicate whether the charges were dismissed as a condition of probation, suspension or deferred adjudication:

Do you have any criminal charges pending Yes No If yes, explain _____

Are you currently on probation Yes No If yes, explain _____

Conviction of a crime 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 for which you are applying.

Alamo Heights Independent School District does not discriminate in hiring, promotion, discharge or other aspects of employment on the basis of race, age, religion, disability, gender or national origin.

Alamo Heights Independent School District is a tobacco, alcohol and drug free workplace.

ACKNOWLEDGEMENT STATEMENT

This application becomes the property of the Alamo Heights Independent School District. The Alamo Heights Independent School District reserves the right to accept or reject it. This application shall be considered active for a period not to exceed 365 days from the date of this application. Any applicant wishing to be considered for employment beyond this time period will be required to submit a new application.

All Plant Services employees are hired with the understanding that there is a 90 day probationary review that will determine the individuals continued employment with the school district.

I acknowledge that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation may result in the rejection of my application for employment with the Alamo Heights Independent School District. I hereby authorize the Alamo Heights Independent School District and its duly authorized representatives to obtain information concerning or relating to my past employment. The employment information, both oral and written may include material contained in my personnel file and evaluative statements and judgments from my former supervisors. This employment information includes, but is not limited to academic, salary, achievement, performance, attendance, personal history, disciplinary records and other employment related information.

Applicant Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER

