



Office Employment Application

Please send application and requested documents to:
Trivium Academy
ATTN: HR Dept.
2205 E Hebron Pkwy
Carrollton, TX 75010

An Equal Opportunity Employer

Date of Application: _____

Personal Information

Name of Applicant:

Last

First

Middle Initial

Other name that may appear on records

(Used only for reference checks)

Social Security No.: _____ Referred by: _____

Current Address: _____
City: _____ State: _____ Zip: _____

Other Address: _____
City: _____ State: _____ Zip: _____

Work Phone: (____) _____ - _____ Mobile Phone:(____) _____ - _____ Home Phone:(____) _____ - _____

E-mail Address: _____

Are you currently under contract? Yes No If yes, where? _____

May we contact your present employer for a recommendation? Yes No Contact Me First

POSITION INFORMATION (Select appropriate interest)

____ Business Manager ____ Secretary/Receptionist ____ Registrar/PEIMS ____ Data Clerk

Please attach a resume complete with all work history.

School/ Company	Supervisor's Name	Phone	Position Held	Dates Employed	
				From	To

EDUCATIONAL BACKGROUND

Transcripts of all completed college/university coursework should accompany this application. An official transcript (with college/university seal) will be required upon employment.

Level of Education	School/College/University	City/State	Dates Attended		Degree Received
			From	To	
High School					
College/ University					
Major Area (Undergraduate)		Minor Area (Undergraduate)	Major Area (Graduate)		Minor Area (Graduate)

PROFESSIONAL DATA

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

Trainings/ Certifications	Workshops/Seminars Conducted	Other Related Professional Activities

GENERAL INFORMATION

If employed presently, why do you wish to leave?

If hired, on what date would you be available to start work?

Have you ever been refused tenure or a continuing contract? If yes, please attach an explanatory statement.	YES	NO
Have you ever had a license or certificate revoked or suspended? If yes, please attach an explanatory statement.	YES	NO
Have you ever been discharged or requested to resign from a position? If yes, please attach an explanatory statement.	YES	NO
Have you ever been convicted of a felony? If yes, please attach an explanatory statement.	YES	NO
Do you have criminal charges or proceedings pending against you? If yes, please attach an explanatory statement.	YES	NO
Do you have a relative who serves on the Portico Education Foundation board? If yes, please provide the relative's name and relationship. Board Member Name: _____ Relationship: _____	YES	NO

REFERENCES

List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for the position you are seeking to obtain. Teaching applicants with work experience must provide recommendations from principals and/or supervisors from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience. Beginning teachers must include references from their student teaching supervisor(s) and cooperating teacher(s).

Name of Reference	Employer	Complete Address	Position	Telephone Number

Application Agreement

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 such 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.

Please sign below and return this form as part of the application for employment.

Signature _____

Date _____

This application becomes the property of Trivium Academy. TA reserves the right to accept or reject it. This application shall be considered active for a period not to exceed one year. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

It is the policy of Trivium Academy not to discriminate on the basis of race, color, national origin, sex, veteran or marital status, age, religion, disability, or any other legally protected status in its vocational programs, or any other program, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

**TRIVIUM ACADEMY
ADDENDUM TO APPLICATION
(CONFIDENTIAL)**

Trivium Academy is required by state law to obtain criminal history record information on all applicants who are being seriously considered for employment with the school district (Texas Education Code Section 21.93). The information requested below is necessary to obtain criminal history record information.

FULL NAME (PRINT): _____
Last *First* *Middle*

DRIVER'S LICENSE #: _____ **ISSUING STATE:** _____

SEX: ___ FEMALE ___ MALE **DATE OF BIRTH:** _____

ETHNICITY:

___ Black/African American ___ White ___ Hispanic/Latino ___ Other

I understand that the information that I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment. This information will be used solely for the purpose of performing a criminal history background check as mandated by the laws of the State of Texas.

Signature

Date

This form will be removed from the application and filed separately in the personnel office of Trivium Academy. Furthermore, this form will not be used unless the applicant is being seriously considered for a position with the school.

For Office Use Only:

Date report was viewed: _____ Signature: _____

Purpose of report: _____

Approved/Hired: (yes/no) _____ Signature: _____