



**Pasadena  
Independent  
School District**

# SUPPORT STAFF APPLICATION

SECRETARIAL, CLERICAL, AIDES,  
ALL SERVICE POSITIONS, POLICE OFFICERS

EQUAL OPPORTUNITY EMPLOYER

**HUMAN  
RESOURCES**  
1515 Cherrybrook  
Pasadena, TX 77502-4048  
713-740-0109

**THIS PAGE IS FOR YOUR USE IN COMPLETING THE APPLICATION FORM.  
PLEASE READ CAREFULLY AND DETACH FOR YOUR RECORDS.**

Each applicant must complete the form properly and include complete addresses (with zip codes) for references and previous employers. References for all qualified applicants are **thoroughly investigated**. Vacancies are filled by selection of the best qualified applicants available.

All hiring will be in compliance with the Immigration Act of 1990, in order to fulfill the legal requirements regarding employment authorization and identity.

***In order to qualify for an Instructional Paraprofessional position in compliance with Federal Guidelines "No Child Left Behind Act", each applicant must have a high school diploma or GED***

***AND one of the three following requirements:***

- Associate's degree or higher or
  - Completed two years of study at an institution of higher education (minimum of 48 hours or more) or
  - Pass district's PACT exam (Paraprofessionals Assessment of Competencies Test)
- Please call 713-740-0109 to set required appointment.

***In order to qualify for a bilingual position, each applicant must take the district's written/oral bilingual exam. The exam is given by appointment only. (Please call 713-740-0109 on Mondays after you have submitted your application.)***

***Applicants must meet all requirements by the deadline date posted on each advertised position to qualify.***

**ATTACH A RESUME THAT WOULD PRESENT A MORE COMPLETE BACKGROUND OF YOUR TRAINING, EXPERIENCE, AND CAPABILITIES.** A personal interview is required prior to your being considered for any position. We will make arrangements to talk with you ***if we have or anticipate any vacancies*** for which you may be qualified.

You will receive no further communication unless favorable action on your application is taken following your interview. ***Your application is in effect through September 1. After this date a new application is needed.***

**Regular Office Hours: Monday through Friday, 8 a.m. to 4:30 p.m.**  
Closed Fridays in June and July

Updated every Friday

***Opportunities for employment are posted  
on the Human Resources Website and updated every Friday.***

***www.pasadenaisd.org***

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**ESTA HOJA CONTIENE LAS INSTRUCCIONES QUE USTED NECESITA PARA COMPLETAR SU SOLICITUD. POR FAVOR, LEA CUIDADOSAMENTE Y SEPARE ESTA HOJA PARA SUS ARCHIVOS.**

Se les pide a todos los solicitantes llenar su solicitud de empleo adecuadamente, incluyendo nombres y direcciones completas, teléfonos y zonas postales (zip codes), en el espacio para referencias, ya que las mismas serán **debidamente investigadas**. Las posiciones vacantes son ocupadas seleccionando a los solicitantes mejor calificados.

Cualquier oferta de empleo será de acuerdo al "Acto de Reforma Migratoria de 1990". Antes de ser contratado por el Distrito Escolar de Pasadena, el solicitante deberá presentar documentos originales que verifiquen su identidad y autorización para trabajar en los Estados Unidos.

Para poder calificar en cualquier posición bilingüe en el Distrito Escolar de Pasadena, cada solicitante deberá tomar un examen. El examen se administra previa cita después de haber sometido su solicitud. Favor de llamar al 713-740-0109 los lunes.

Para calificar en cualquier posición publicada en el "UP DATE" deberán de llenar los requisitos antes de la fecha límite.

Puede anexar su **historia de trabajo**, la cual nos dará una imagen más amplia de su experiencia y habilidades. Se requiere una entrevista personal antes de ser considerado para cualquier posición. Le hablamos por teléfono para informarle **si acaso esperamos tener puestos vacantes** para los que usted pudiera calificar.

No volveremos a comunicarnos con usted a menos que alguna acción favorable sea hecha después de haberle entrevistado. **Las solicitudes estarán activas hasta el 1 de Septiembre. Si usted desea ser considerado nuevamente después de esta fecha será necesario que llene otra solicitud.**

**Horas de Oficina: Lunes a viernes de 8 a.m. a 4:30 p.m.**  
**Horario de verano: Cerrado los viernes en junio y julio.**

**[www.pasadenaisd.org](http://www.pasadenaisd.org)**

***We consider applicants for all positions without regard to race, color, national origin, age, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.***

Office Use Only

Interview Date

**PERSONAL DATA**

Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Given Name \_\_\_\_\_ Middle Given Name \_\_\_\_\_

Other names by which you have been known \_\_\_\_\_

Present address \_\_\_\_\_

Two (2) alternate phone \_\_\_\_\_ City & State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

numbers where you can be reached: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

**GENERAL INFORMATION**

Former Pasadena ISD employee: Yes  No \_\_\_\_\_

If yes, give employment dates \_\_\_\_\_

Under what name? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Do you have a relative who is a member of the Pasadena I.S.D. Board of Education? Yes  No

If yes, please give the name of relative and relationship: \_\_\_\_\_

Type of employment: Full-time  Substitute  10 months  12 months  Summer only

**WORK EXPERIENCE** Please provide a complete listing of all jobs or positions you have held in the past 10 years. List most recent first. Attach additional sheets if necessary.

Employer and Location	Position/Title	Dates of Employment	Reason for Leaving
1.....			
2.....			
3.....			

**PERSONAL REFERENCES** Give at least **three (3) references, not relatives.** Give complete mailing addresses

Full name of reference	Address (street, apt. #, etc., city, state, zip code)	Area code and phone number
1..... (Relationship)		
2..... (Relationship)		
3..... (Relationship)		

**EDUCATION** ( Please give complete name of school attended.)

- High School Diploma/School Name/Location \_\_\_\_\_
- If not a high school graduate, **circle** last grade completed 1 2 3 4 5 6 7 8 9 10 11 12
- GED
- Highest College Degree \_\_\_\_\_ Total College Hours/Years \_\_\_\_\_ / \_\_\_\_\_
- Other training or education \_\_\_\_\_

List specific skills and/or any machines or equipment you can operate

- 1. \_\_\_\_\_ 4. \_\_\_\_\_
- 2. \_\_\_\_\_ 5. \_\_\_\_\_
- 3. \_\_\_\_\_ 6. \_\_\_\_\_

**POSITIONS DESIRED - ATTACH A RESUME**

(Please indicate 1st, 2nd, & 3rd choice)

**\*Degree or certification required      \*\*College hours preferred**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>	<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
*(5328) Programmer	_____	_____	*(5570) Child Care Manager	_____	_____
***(5324) Programmer Analyst	_____	_____	*(5560) Buyer	_____	_____
***(5474) Publication Editor	_____	_____	*(6400) Food Service Manager	_____	_____
*(5462) Graphic Artist	_____	_____	Other _____		
*(5318) Network Systems Engr.	_____	_____			

**PARAPROFESSIONAL POSITION DESIRED - RESUME REQUIRED**

(Please indicate 1st, 2nd, & 3rd choice)

**High School Diploma or GED is required      Choice      Yrs. Exp.**

(3240) Substitute Teacher Aide	_____	_____
(3240) Substitute Clerical	_____	_____
(3300) Secretary	_____	_____
(3300) Clerk	_____	_____
(3300) Clerical Aide	_____	_____

**Human Resources website  
www.pasadenaisd.org for  
Job Openings**

Submit Letter of Interest & attach a  
Resume for each position. Must be in  
HR Dept by deadline date & time.

(5289) BIP/HOE Student Worker	_____	_____
Student I.D. # _____		
School Name _____		

**The following positions require a High School Diploma or GED, AND one of the following:**

- Associate's degree or higher or
- Completed two years of study at an institution of higher education (minimum of 48 hours or more) or
- Pass district's PACT exam (Paraprofessionals Assessment of Competencies Test) (Please call 713-740-0109 to set required appointment.)

**Instructional Paraprofessional Positions      Choice      Yrs. Exp.**

(3000) Bilingual Aide	_____	_____
(Exam required. Please call 713-740-0109 on Mondays.)		
(3113) Language Arts Computer Aide	_____	_____
(3014) Physical Education Aide	_____	_____
(3152) Special Education Aide	_____	_____
(5744) Independent Study Center Monitor	_____	_____
Other _____		

**POLICE DEPARTMENT POSITIONS - ATTACH A RESUME**

**\* Degree or certification required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
(5424) Dispatcher	_____	_____
(7803) Substitute Crossing Guard	_____	_____

**\* Degree or certification required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
*(5418) Police Officer	_____	_____
License(s)/Certificate(s) held: _____		
TCLEOSE _____		

**OPERATIONS APPLICANTS  
MUST COMPLETE THIS SECTION**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
(8024) Substitute Custodian	_____	_____
(8100) Head Custodian	_____	_____
(9016) Lawn Maintenance	_____	_____
Other _____		

**FOOD SERVICE APPLICANTS  
MUST COMPLETE THIS SECTION**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
(6820) Substitute Cafeteria Worker	_____	_____
Other _____		

**RESPOND TO THIS SECTION IF YOU ARE APPLYING FOR A POSITION WHICH REQUIRES YOU TO DRIVE A DISTRICT VEHICLE AND/OR TRANSPORT STUDENTS.**

Do you have a driver's license? Yes  No  Do you qualify for motor vehicle insurance? Yes  No   
 License number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

**MAINTENANCE APPLICANTS MUST COMPLETE THIS SECTION - ATTACH A RESUME**

**Check one of the following for License(s)/Certification(s) held:**

- Apprentice (0-3 years experience)       Skilled (3-5 years experience)      Other: \_\_\_\_\_  
 Journeyman (5-9 years experience)       Master (10+ years experience)      \_\_\_\_\_

\* **High School Diploma or GED Required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>	<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
* (9006) Air/Heating-HVAC	_____	_____	* (9010) Floor Repair	_____	_____
* (9004) Laundry	_____	_____	* (9011) Electrician	_____	_____
* (9042) Refrigeration Repair	_____	_____	* (9012) Glazier	_____	_____
* (9038) Kitchen Repair	_____	_____	* (9013) Roofer	_____	_____
* (9043) Welder	_____	_____	* (9014) Painter	_____	_____
* (9039) Locksmith	_____	_____	* (9015) Plumber	_____	_____
* (9041) Mobile Maintenance	_____	_____	(9036) Apprentice	_____	_____
* (9017) Pest Control	_____	_____	Field _____	_____	_____
* (9009) Carpenter	_____	_____	(9049) Summer Worker	_____	_____
			Other _____		

**TRANSPORTATION APPLICANTS MUST COMPLETE THIS SECTION - ATTACH A RESUME**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>	
(7024) Bus Driver	_____	_____	<input type="checkbox"/> ASE - Certified Automotive Technician
(7025) Bus Monitor	_____	_____	<input type="checkbox"/> ASE - Certified School Bus Technician
(7090) Summer Worker	_____	_____	<input type="checkbox"/> Other _____
Other _____			

\* **High School Diploma or GED Required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
* (7014) Skilled Technician/Mechanic	_____	_____
* (7030) Dispatcher	_____	_____
Other _____	_____	_____

**TECHNICAL SERVICE APPLICANTS**

\* **High School Diploma or GED Required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
* (8932) Electronics/Instruments Repair	_____	_____
(8949) Summer Workers	_____	_____

**MIS - INFORMATION SYSTEMS APPLICANTS**

\* **High School Diploma or GED Required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
* (5360) Computer Operator	_____	_____
* (5342) Communications Technician	_____	_____

**WAREHOUSE SERVICE APPLICANTS**

**ATTACH A RESUME**

\* **High School Diploma or GED Required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
* (7640) Warehouse/Alternate Driver	_____	_____
* (7632) Skilled Warehouse Worker	_____	_____

**PRINTING APPLICANTS**

**ATTACH A RESUME**

\* **High School Diploma or GED Required**

<i>Position desired</i>	<i>Choice</i>	<i>Yrs. Exp.</i>
* (5466) Equipment Operator	_____	_____
* (5464) Printer Helper	_____	_____

**CRIMINAL HISTORY** All Texas school districts are authorized to obtain any criminal history information relating to an applicant for employment, by Education Code Section 22.083. 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.

Have you been convicted of any criminal offense other than a traffic violation?  yes  no

If yes, please explain : \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of any crime or offense, other than a minor traffic offense, and received probation?  yes  no

If yes, please explain : \_\_\_\_\_

\_\_\_\_\_

Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, other than a minor traffic offense, deferred further proceedings without entering a finding of guilty or placing you on probation?

yes  no

If yes, please explain : \_\_\_\_\_

\_\_\_\_\_

Have you ever been involuntarily terminated or given the option to resign in lieu of termination from the employment of a school district or employer?  yes  no

If yes, please give the name of the school district or employer, the date and the reason for the termination or resignation: \_\_\_\_\_

Why do you desire to leave your present position/job, or why did you leave your last position/job? \_\_\_\_\_

\_\_\_\_\_

**The Pasadena Independent School District is a tobacco, alcohol, and drug-free workplace.**

**ALL APPLICANTS: PLEASE READ THE FOLLOWING INFORMATION AND SIGN.**

***I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and belief. I understand that any falsification, misrepresentation, or omission will be sufficient cause for cancellation of my application or dismissal from subsequent employment.***

I authorize the references listed in this application 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 all liability for any damage that may result from furnishing same to you.

***The Pasadena Independent School District – in compliance with Title VII, American Disability Act, Age Discrimination In Employment Act, Section 504 of the Rehabilitation Act of 1973 and other statutes – seeks to provide equal opportunity without regard to race, color, religion, national origin, sex, age, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status. This policy extends to employment and all programs and activities conducted by the district. For further information, contact Kirk Lewis, Office of the Superintendent, Pasadena Independent School District, 1515 Cherrybrook, Pasadena, Texas 77502-4048.***

**Faxed documents and Email documents  
WILL NOT be accepted.**

**THIS APPLICATION IS CONSIDERED INCOMPLETE WITHOUT SIGNATURE**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**Direct to:**

**HUMAN RESOURCES  
1515 Cherrybrook  
Pasadena, Texas 77502-4048**

713-740-0109