



HAVE YOU EVER BEEN CONVICTED OF A FELONY?  Yes  No If yes, describe:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR INVOLVING A MINOR?  Yes  No If yes, describe:

**FORMER EMPLOYERS:** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST:

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM: TO:				
FROM: TO:				
FROM: TO:				
FROM: TO:				

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED	PHONE NUMBER

**PHYSICAL RECORD:**

Do you have any physical limitations that preclude you from performing any work for which you are being considered?  Yes  No  
If yes, what can be done to accommodate your limitation? \_\_\_\_\_

**IN CASE OF EMERGENCY, NOTIFY:**

(Name)

(Address)

(Phone No.)

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any or 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.

If employed by the Teague ISD, I agree to reimburse (through payroll deduction) the school district the cost of the criminal history check and fingerprinting cost (not to exceed \$60 plus reimbursement for mileage) under any of the following conditions (See policy CFEA Legal #12):

- 1.) I voluntarily terminate my employment with Teague ISD within my first 3 months of employment or I am terminated within my 3 month probationary period and/or
- 2.) I am terminated for causes such as but not limited to: any false statement or omission regarding my criminal history as listed in my employment application and related information.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Please read, complete, and turn in all pages of the application.

APPLICATION WILL REMAIN ACTIVE FOR NOT LESS THAN SIX MONTHS.

**PROVIDING YOUR SOCIAL SECURITY NUMBER ALLOWS THE DISTRICT TO VERIFY ANY CERTIFICATIONS YOU MAY HAVE. DISCLOSURE IS OPTIONAL.**

# CRIMINAL HISTORY RECORD INFORMATION

## CONFIDENTIAL

The Teague Independent School District is authorized and required by law to obtain state and national criminal history record information on employees, applicants and volunteers (Texas Education Code §22.083). The information required below is necessary to obtain criminal history record information.

### ***Please Print***

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

Address: \_\_\_\_\_  
Street City State Zip Code

Social Security Number \_\_\_\_\_ Drivers License Number \_\_\_\_\_

Date of Birth \_\_\_\_\_  
mm/dd/yyyy

Sex: Male  Female

Ethnicity:  Black  White  Hispanic  
 Asian or Pacific Island  
 Native American  Other

Previous Names & Addresses:  
(Including maiden name)

Name	Address	City, State, Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*This form will be removed from the application and filed separately in the personnel office.

**TEAGUE INDEPENDENT SCHOOL DISTRICT**  
Maintenance Department

I, \_\_\_\_\_, do understand and agree to the six month Probation period where by my employment may be terminated without cause.

Place of employment: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Work Time:      Start: \_\_\_\_\_

                         Stop: \_\_\_\_\_

Lunch Period: \_\_\_\_\_

Two 15 Minute Breaks

One in morning \_\_\_\_\_

One in afternoon \_\_\_\_\_

I am physically capable of performing the duties listed on the accompanying work sheet and any other duties assigned of like nature.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Custodial Supervisor: \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**NOTICE**

All Teague ISD employees will be subject to a Criminal Records Investigation through by the Texas Department of Public Safety, Austin, Texas.

**JOB DESCRIPTION**  
**CUSTODIANS/MAINTENANCE STAFF**

**QUALIFICATIONS:**

The custodian/maintenance staff shall:

1. Be physically able to perform the required duties.
2. Be capable of following oral and written instructions.
3. Know the basic techniques of minor repairs and building and grounds maintenance.
4. Be able to work with teachers, students and parents.

**REPORTS TO:**

Maintenance or Custodial Supervisor

**JOB GOAL:**

The custodian/maintenance staff shall contribute to the operation of the educational process by maintaining a high standard of safety, cleanliness and efficiency of building operations and a high standard of safety and neatness of grounds.

**DUTIES:**

The custodian/maintenance staff employee shall, as assigned:

1. Be responsible for keeping buildings and grounds, including sidewalks, driveways and play areas neat and clean.
2. Maintain a program of preventive maintenance to ensure the comfort, health and safety of students and staff.
3. Make observations for safety hazards.
4. Report promptly to the principal any acts vandalism, accidental destruction or defects that may prove injurious to the students and staff.
5. Assume the responsibility for opening and closing the building each school day.
6. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
7. Be responsible for custodial duties when assigned to the building for extracurricular activities.
8. Regulate heat, ventilation and air conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water and electricity.
9. Maintain a cleaning schedule that will include the cleaning of floors, chalkboards, facilities, windows, furniture and equipment.
10. Comply with local laws and procedures for the storage and disposal of trash.
11. Make minor building repairs as needed and report major repairs needed to campus principal.
12. Maintain the lawn, shrubbery and playground.
13. Maintain the stadium.
14. Maintain an inventory of supplies and equipment and order additional supplies as needed.
15. Make recommendations for replacement of existing equipment as it becomes obsolete or deteriorates.
16. Move furniture or equipment within the building as directed by the principal.
17. Work cooperatively with other school employees, students and parents.
18. Perform other duties as assigned by the principal or Maintenance Supervisor or Custodial Supervisor.

8/26/09

## GENERAL JOB DESCRIPTION

### CUSTODIAN

1. Sweep
  2. Mop
  3. Dust
  4. Operate Buffer
  5. Vacuum
  6. Empty Trash
  7. Use Chemical Cleaners
  8. Change Light Bulbs
  9. Carry Books
  10. Clean Bathrooms (toilet & sinks)
  11. Clean up Vomit
  12. Clean Windows
  13. Unstop Commodes
  14. Perform all General Custodial Duties
  15. Perform Other Duties assigned by Custodial Supervisor
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### YARD & GROUND & MAINTENANCE

1. Operate Weed Eater
2. Operate Tractor
3. Operate Riding Lawn Mower
4. Rake Leaves
5. Plant Grass
6. Pick Up Trash (Entire Compound)
7. Empty Barrels
8. Climb Ladder
9. Deliver Mail to Campuses
10. Minor Equipment Repairs
15. Perform Other Duties assigned by Maintenance Supervisor