



Longview Independent School District

1301 E. Young Street
P. O. Box 3268, Longview, TX 75606
903-381-2200 – Fax 903-381-2286
Jobs Line: 903-236-9573 or 1-888-394-2932
Website www.lisd.org

Dear Paraprofessional Applicant,

Thank you for your interest in the Longview Independent School District. The district serves approximately 8,400 students on 16 campuses. Of these campuses LISD one is an exemplary campus, eight recognized campuses, a national Blue Ribbon campus, and a Texas Mentor School. We believe you will find our instructional programs among the finest in the greater East Texas area.

Conveniently located 120 miles east of Dallas and 60 miles west of Shreveport, Louisiana, Longview Independent School District offers the career opportunities and student services of a metropolitan school district in the atmosphere of a small community.

Enclosed you will find the LISD paraprofessional application. Screening interviews are requested only after the items below have been received by the Human Resources Department. Any questions concerning your application should be directed to the Human Resources Department at 903-381-2200. The Jobs Line numbers are 903-236-9573 and 1-888-394-2932.

Please include with your application the following:

CHECK LIST

- Current resume
- Letter of interest in specific position(s)
- Completed paraprofessional application form (LVN use same)
- Three (3) letters of recommendation
- Transcript showing 48 college hours or copy of Paraprofessional Certificate (if already acquired from local campus assessment workshop)
- Copy of Nurses License (if applicable)
- Copy of CPR & First Aid Certificate (if applicable)

Applications are active for one-year from date of application, after which the applicant must notify the Human Resources Department of his/her desire to remain in an active status. It is the applicant's responsibility to notify the Human Resources Department of any changes relative to information that has been provided.

If you have any questions or need additional information, please call our office. Again, thank you for your interest in Longview ISD. We look forward to receiving your completed application.

Human Resources Department
Longview Independent School District



LONGVIEW INDEPENDENT SCHOOL DISTRICT

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PARAPROFESSIONAL APPLICATION

An Equal Opportunity Employer

PERSONAL DATA	Last Name _____ First Name _____ MI _____		
	Address _____		E-mail Address _____
	City _____	ST _____	Zip _____
	Home Telephone _____		Business/Office Telephone _____
	Date Available for Employment _____		Date of Application _____ SS# _____

POSITION INFORMATION	Must provide Transcripts and/or Certificates, CPR Certificates, Licenses		
	List Specific Position (If Known) _____		Department _____ Campus _____
	Second Choice _____	_____	_____
	Third Choice _____	_____	_____
	General Application (Check as Applicable)		
Clerical/Secretary Teacher Aide (48 college hours required) Special Education Aide (48 college hours required)		Elementary Secondary Central Office Other _____	

EDUCATION	Highest grade completed _____ GED _____ College Hours _____ <small>(Date Received) (Transcript Required)</small>		
	High School: _____		
	College/University _____	Major Field: _____	Degree: _____

SKILLS	SKILLS	YEARS(S) EXPERIENCE	SKILLS	YEAR(S) EXPERIENCE
	Typing		Receptionist	
	Spreadsheet		Bookkeeping	
	Data Entry		Accounts Payable	
	Desktop Publishing		Adding Machine	
	Short Hand		Xerox Machine	
	Computer (Specify OS)		Word Processing (Specify Software)	

SPECIAL SKILLS AND QUALIFICATIONS

SKILLS	Summarize other information or special training or skills that you have that may be helpful in considering your application for the position(s) for which you are applying:

GENERAL INFORMATION	Are you currently receiving any retirement funds or benefits from the Texas Teacher Retirement system or any other retirement system?
	Yes No
	Do you have a relative who is either a member of the Longview Independent School District Board of Education or who is employed in any capacity in the Longview ISD?
	Yes No If yes, give name _____ relationship _____
	<i>Moral turpitude is an act of baseness, vileness or depravity in the private and social duties that a person owes another member of society or society in general and that is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude?</i>
	Yes No If yes, please explain _____
	Are you eligible to remain or return to your present position?
	Yes No If no, please explain _____
Have you ever been asked to resign or been discharged through due process from any position; teaching or otherwise?	
Yes No If yes, please explain _____	

Begin with most recent

WORK HISTORY	Dates Employed From/To (MM-YY)	Name of Employer	Type of Job	Reason for Leaving	Immediate Supervisor

Please list below references that may be contacted regarding your work history. (If more space is needed please attach another sheet of paper.)

WORK REFERENCES	School District/Firm Name	Mailing Address	Area Code/Phone Number	Immediate Supervisor	Dates Employed

VERIFICATION	<p>I hereby affirm that the information presented 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.</p> <p>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.</p> <p>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.</p> <p>Signature _____ Date _____</p> <p>Initial Here: _____ By typing my initials in capital letters I certify that, to the best of my knowledge, the information provided on this application is correct.</p> <p>This application becomes the property of Longview Independent School District. The district reserves the right to accept or reject it. This application shall be considered active for one-year and inactive for one-year. If you have not received a response during this time period, you may reapply or reactivate your application.</p>

Confidential*

The Longview Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education code §22.083). The information requested below is necessary to obtain criminal history record information.

Your application cannot be processed until this form is completed returned to the Human Resources Department.

Please print:

Name Last _____ First _____ Middle _____

Date of birth _____ Place of Birth _____
Mo / day / yr city / state

Ethnicity: ___ Indian ___ Asian/other ___ African American ___ Hispanic ___ White

Sex: _____ Male _____ Female _____

Drivers License Number _____ ST _____

Expiration Date _____ Class Type A B C other ___
Mo / day / yr

I hereby authorize all persons, schools, organizations, credit bureaus, and law enforcement agencies to supply the Longview School District with any information concerning my background in connection with employment consideration, and I do release the district from any liability and responsibility arising from doing so.

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

 Contact Telephone # Email

Please Return To:
 Longview ISD
 Human Resource Department
 PO Box 3268
 Longview, TX 75606
 Phone: 903-381-2200
 Fax: 903-281-2286

or

Click the "Save Changes" button below to continue your application online.