

**WEST ORANGE-COVE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**  
**P.O. Box 1107, 505 North 15<sup>th</sup> Street**  
**Orange, Texas 77630**

**Application for Employment/Support Personnel**

Date \_\_\_\_\_

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

Current Address \_\_\_\_\_  
Street/Box
City
State
Zip Code

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Present Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Former WO-C Employee? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 Person to Contact in case of emergency  
 Name \_\_\_\_\_  
 Phone \_\_\_\_\_

If Yes, give dates of employment \_\_\_\_\_

Date Available \_\_\_\_\_

**POSITION FOR WHICH APPLYING**

Type of Employment: Clerical \_\_\_\_\_ Instructional Aide \_\_\_\_\_ Maintenance \_\_\_\_\_  
 Custodian \_\_\_\_\_ Food Service \_\_\_\_\_ Crossing Guard \_\_\_\_\_

Requirements for aide positions: Have completed at least two years of study at an institution of higher education; have obtained an associate's (or higher) degree; **OR** have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment:

- knowledge of and the ability to assist in instructing, reading, writing, and mathematics or
- knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

**EDUCATION**

Check highest level of education:

\_\_\_\_\_ High school graduate(required for full-time, attach copy of transcript) \_\_\_ GED(Attach copy of certificate)  
 \_\_\_\_\_ College hours \_\_\_\_\_ University/College \_\_\_\_\_ Number of hours \_\_\_\_\_ (attach transcript)

Licenses/certifications held \_\_\_\_\_

School Attended: List all applicable information

Name of School/Location	Course of Study	Diploma, Degree or Certificate

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

\_\_\_\_\_  
\_\_\_\_\_

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**GENERAL INFORMATION**

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Do you have a relative who is a member of the West Orange-Cove CISD Board of Trustees? Yes \_\_\_ No \_\_\_

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

Have you ever been convicted of, pleaded no contendre or received deferred adjudication for a felony or a misdemeanor offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? Yes \_\_\_ No \_\_\_

If yes, please state where, when, and the nature of the offense \_\_\_\_\_

(Conviction of a felony is not an automatic bar to employment. The WOCCISD will consider the nature, date, and relationship between the offense and the position for which you are applying.)

Are you aware of any reason you would not be able to perform all the duties required of the position for which you are making an application? Yes \_\_\_ No \_\_\_

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

Have you been discharged from or not re-employed in a position during the past five (5) years? Yes \_\_\_ No \_\_\_

If yes, where? \_\_\_\_\_

When? \_\_\_\_\_ Why? \_\_\_\_\_

Have you ever been placed on administrative leave?  Yes  No If yes, which district? \_\_\_\_\_

When? \_\_\_\_\_ Why? \_\_\_\_\_

May we contact your present employer? Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_

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**WORK EXPERIENCE**

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List your last 5 years of work experience. Use an additional sheet if necessary.

Dates of Employment (mo/yr)	Employer (District or Company)	Name of Supervisor/	Complete Mailing Address	Phone Number

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**PERSONAL REFERENCES**

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Name	Address	Phone

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**SERVICE**

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Have you retired from the Teacher Retirement System of Texas?    Yes \_\_\_\_\_ No \_\_\_ Regular \_\_\_ Disability \_\_\_\_\_

Have you filed an application with WOCCISD before?    Yes \_\_\_ No \_\_\_            Date \_\_\_\_\_

**Items required with this application: (Application WILL NOT be considered complete unless all of these items are included)**

- |   |  |
|---|--|
| <b>1. Transcript High School/College</b>      | <b>3. Certificates or Licenses held (copies)</b> |
| <b>2. Criminal History Authorization Form</b> | <b>4. Signature of Applicant</b>                 |

Interviews will be scheduled as needed by the Human Resource Office.

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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 falsification, misrepresentations or omissions of fact may be sufficient cause for rejection of my application or dismissal from subsequent employment. Furthermore, it is understood that this application and attachments become the property of the West Orange-Cove CISD. WO-C may verify all data given in my application, to include rate of pay and hours worked and, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the company, and I release from liability any person giving or receiving any such information. The application will remain on file for a period of two years from date of submission, and then renewal must be made for future consideration.

I understand that the West Orange-Cove CISD is required by Texas Education Code 21.917 to obtain criminal history record information on applicants selected for employment.

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

\_\_\_\_\_  
Date

Applications are to be returned to:    **Human Resource Office**  
  **West Orange-Cove CISD**  
  **P.O. Box 1107**  
  **Orange, Tx. 77630**

**For more information on WOCCISD, access: [www.woccisd.net](http://www.woccisd.net)**

West Orange-Cove Consolidated Independent School District is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*An Equal Opportunity Employer*

This application packet contains:

- Criminal Background Authorization
- District Map
- Texas Higher Education Certification Board – Certified Education Aide Exemption Information

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**DISTRICT USE ONLY**

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**Criminal History Check Completed** \_\_\_\_\_

## **Educational Aide Exemption Program**

### **How Much is it Worth?**

The program exempts eligible students attending public colleges or universities in Texas from the payment of tuition and fees (other than class or laboratory fees) per year of eligibility. Spring term exemptions are conditional upon meeting program requirements in the fall. Summer awards are dependent upon the availability of funds. Individuals who receive awards in one year may apply for awards in subsequent years. The maximum award is tuition and fees (other than class or laboratory fees) or the student's financial need, whichever is less.

**This exemption DOES cover remedial or developmental classes.**

### **Who Can Apply?**

Individuals may apply who:

- have applied for financial aid through the college to be attended, including filing the Free Application For Federal Student Aid through the college to be attended or by qualifying on the basis of adjusted gross income (see Determining Need insert),
- are residents of Texas,
- have at least one school year of experience as full-time educational aide during the five years preceding the term or semester for which the student receives the exemption,
- be a school employee serving in any capacity\*,
- will be enrolled in courses leading to teacher certification at the time they receive the exemption, and
- meet the academic progress requirements of the college's financial aid office.

### **How Do You Get An Application?**

Contact the school district where the educational aide is employed, the financial aid office of the college the aide will attend, log onto our web-site, [www.collegefortexans.com](http://www.collegefortexans.com), select English, Forms and Applications and Educational Aide Exemption or the Texas Higher Education Coordinating Board at (512) 427-6387 (Austin metro) or (800) 242-3062, ext. 6387.

### **What is the Application Process?**

- 1) Complete the admissions and financial aid process for your college, including the filing of a Free Application for Federal Student Aid.
- 2) The applicant completes Part I of the application reflecting the academic year he/she is applying and delivers the form to an official of his/her school or school district.
- 3) The school (district) official completes Part II of the form and sends it to the Director of Financial Aid of the college the aide will attend.
- 4) The Financial Aid Office completes Part III and forwards the form to the Texas Higher Education Coordinating Board.
- 5) The Board selects recipients and announces the awards for the fall term.
- 6) November, the Board sends out rosters to school districts to verify the student's employment in the Spring term, due back to the Board by December 1.
- 7) The Board will announce spring awards as soon as verifications from school districts are received.
- 8) March 1, the Board will announce whether there will be summer awards by sending out a memorandum to school districts, financial aid offices and current applicants.

\*Substitute Teachers who have a least 180 full days of employment as a substitute during the past 5 years and employees serving in any capacity who have met the 1 school year of full-time educational aide experience within the past 5 years may now participate in the program.

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**When Must Applications Be Submitted?**

Applications must be completed and received by the Coordinating Board before the term the aide is applying for ends.

**What is Financial Need?**

Financial need is a calculated amount based upon information provided by a student on the Free Application for Federal Student Aid (FAFSA) or their adjusted gross income (see Coordinating Board rules). There is not enough money to give awards to all students who qualify. Preference will be given to applicants with high financial need.

**Frequently Asked Questions?**

Is a student who has defaulted on a loan eligible to receive this exemption?

Yes.

How does an institution determine if a student is taking classes leading to teacher certification?

Major must be declared as education. If attending a community college, there must be a clear understanding that he or she is going to enroll in a university to get their teacher certification.

When should an institution award the exemption?

As soon as the institution receives the eligibility letter from the Board or the student.

Are institutions supposed to be the “police officer” for this program, in verifying the aide’s employment?

No. The person who signs Part II of the application is verifying the aide’s employment and we will take their word for it. If the institution finds out the aide is no longer employed, the CB must be notified.

Is there a certain number of hours an aide must be enrolled or employed?

No.

Is the Building Use Fee, which is now considered Tuition at the Universities, covered under this exemption?

Yes. It has been re-designated as Tuition.

When does the one year of experience need to be completed in order for the student to be eligible?

Before he or she applies for the exemption. Summer is not included.

What if a student is co-enrolled, can he/she receive the exemption at both institutions?

Yes. A separate application must be submitted for each college.

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# SCHOOL DISTRICT

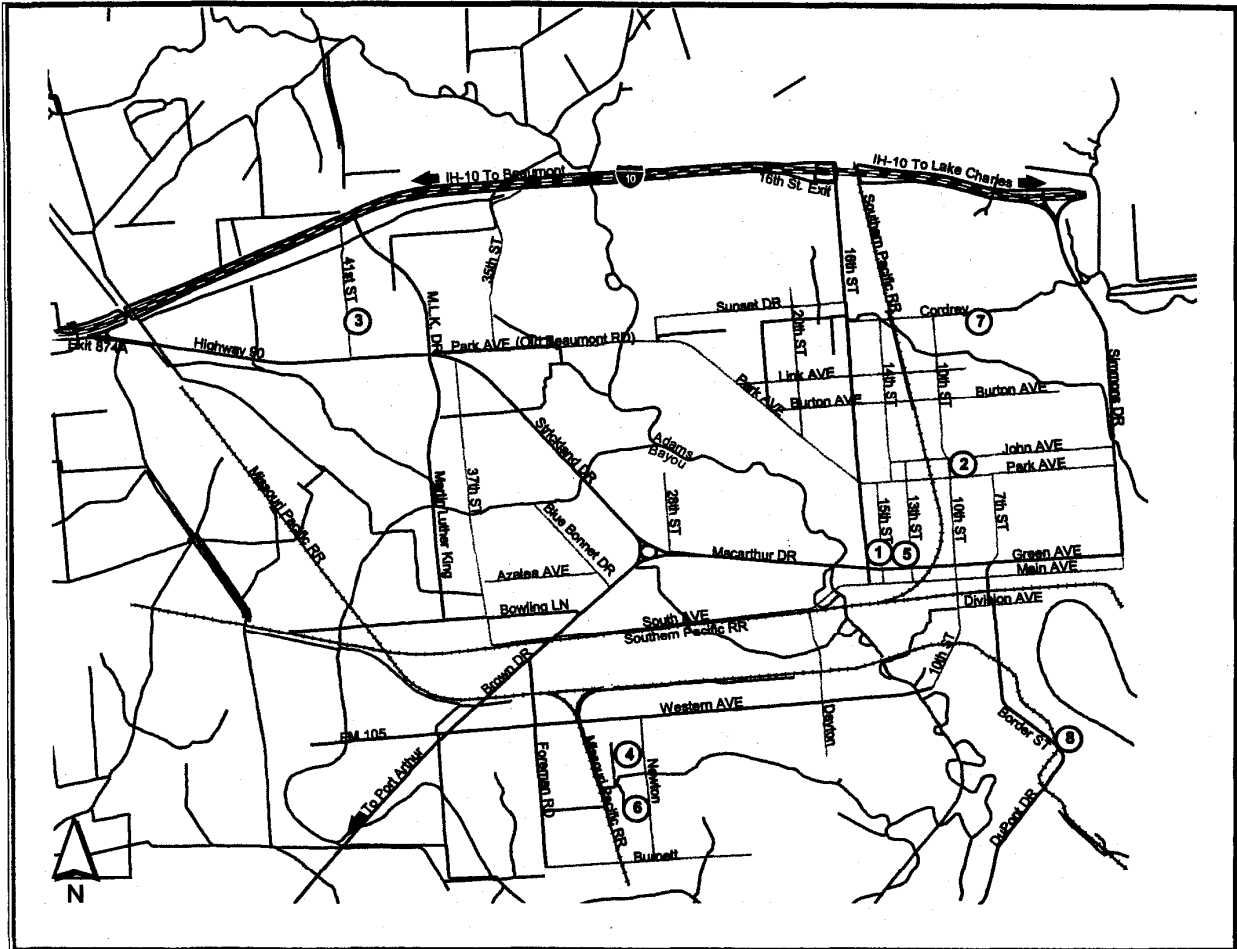
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## Disclosure To Employment Applicant Regarding Procurement Of A Consumer Report

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**In connection with your application for employment, we may procure, or cause to be procured, a consumer report (excluding credit information, but including public record information), on you as part of the process of considering your candidacy or status as an employee or volunteer with the School District (ISD). The ISD will use sources including, but not limited to, NCTC, PO Box 3790, Lubbock, TX 79452-3790 and the Texas Department of Public Safety to procure criminal history information. In the event that information from a report is utilized in whole or in part in making an adverse decision with regard to your status as an employee, the ISD will provide you with a copy of the consumer report, as allowed by law, and a written description of your rights under law.**

# West Orange Cove C.I.S.D DISTRICT MAP



**1 Administration Building**  
505 North 15th  
(409) 882-5437

**2 Anderson Elementary (K-5)**  
902 West Park  
(409) 882-5424

**3 Bancroft Elementary (K-5)**  
2300 41st Street  
(409) 882-5430

**4 Oates Elementary (K-5)**  
900 Newton  
(409) 882-5540

**5 WO-S Middle (6-8)**  
500 North Thirteenth  
(409) 882-5520

**6 WO-S High (9-12)**  
Career Center  
Print Shop  
1400 Newton  
(409) 882-5570

**7 North Early Learning Center**  
801 Cordrey  
(409) 882-5434

**8 Parent Resource Center**  
Buildings/Grounds/  
Maintenance  
Special Education Dept.  
Technology Department  
Warehouse  
Food Service  
1109 South Border Street  
(409) 882-5400