

**ADMINISTRATIVE APPLICATION**  
**Pasadena Independent School District**  
1515 Cherrybrook  
Pasadena, Texas 77502  
(713) 920-6898

**This sheet is for your use in completing the administrative application form.**

Applications for positions in the Pasadena Independent School District shall be in writing and on the forms provided by the Human Resources Certified Department.

**A letter of interest must be submitted for each advertised position.**

References for all duly qualified applicants are thoroughly investigated. Vacancies are filled by selection of the best qualified applicants available.

**Materials requested of applicant:**

1. Application form properly completed, including phone numbers and addresses (with zip codes) for three (3) references
2. All hiring will be in compliance with the Inu-nigration Act of 1990, **in order to fulfill the legal requirements regarding employment authorization and identity.**
3. Handwritten portions of application
4. College transcript of courses completed at time of application (**Upon employment an official transcript is required**)
5. Copy of teaching certificate (**if applicable**)
6. Copy of previous evaluations (**if available**)
7. Attach a resume that includes a complete picture of your training, experience and capabilities.

**When administrative vacancies occur in positions for which you have applied, each qualified applicant's credentials, application and letter of interest will be carefully reviewed. Finalists will be contacted and directed to the appropriate administrator(s) for formal interviews.**

Direct your application to:  
**Human Resources**  
**Certified Department**  
**P. O. Box 1799**  
**Pasadena, Texas 77501**

Regular Office Hours:  
**Monday through Friday, 8:00 a.m. to 4:30 p.m.**  
(Closed Fridays in June and July)  
Human Resources: (713) 920-6898  
Toll Free: 1-800-356-6050  
Fax: (713) 920-4657

**ADMINISTRATIVE APPLICATION**  
**Pasadena Independent School District**  
**Human Resources**

The detailed information sought here will be carefully evaluated when considering a candidate. The completeness of this application is absolutely essential.

Each administrative applicant's credentials, application and letter of intent will be carefully reviewed. Finalists will be contacted and directed to the appropriate administrator(s) for formal interviews.

Applications remain in the active file through October 31 when they will be moved to the inactive file. If you want to renew your application at that time, please contact Human Resources for the appropriate reactivation procedures.

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*Last name*                      *First Given Name*                      *Middle Given Name*                      *Social Security Number*

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*Indicate any other name(s) by which you have been known.*

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*Present Address*    *Street*

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*City/State*    *Zip Code*    *Area Code/Telephone Number*

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*Permanent Address*    *Street*

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*City/State*    *Zip Code*    *Area Code/Telephone Number*

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*Please give two alternate phone numbers where you can be reached.*

*Are you presently under contract with any school district?*     *yes*     *no*    *For next year?*     *yes*     *no*

*Were you recruited by the Pasadena Independent School District?*     *yes*     *no*

*Please check recruitment technique:*     *College/University/Job Fair Interview*     *Internal*     *Networking*

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*How did you find out about or who referred you to Pasadena ISD?*

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**Educational Preparation:**

<i>High School:</i> _____ <i>Diploma</i> _____ <i>G.E.D.</i> _____						
<i>Location:</i> _____						

<i>College Name and Location</i>	<i>Year Conferred</i>	<i>Degree</i>	<i>Major</i>	<i>Hours</i>	<i>Minor</i>	<i>Hours</i>

**CHECK BELOW ONLY THE SPECIFIC POSITION(S) FOR WHICH YOU ARE APPLYING.****A letter of intent must be submitted for each advertised position.**

<input type="checkbox"/> <b>Superintendent of Schools</b>			<input type="checkbox"/> Administrative Assistant to the Superintendent		
<input type="checkbox"/> Deputy Superintendent of Campus Planning & Development					
<b>Associate Superintendent:</b>			<input type="checkbox"/> Administrative Services	<input type="checkbox"/> Campus Development	<input type="checkbox"/> Curriculum & Instruction
			<input type="checkbox"/> Facilities & Construction	<input type="checkbox"/> Finance	<input type="checkbox"/> Human Resources
<b>Director:</b>			<input type="checkbox"/> Accounting	<input type="checkbox"/> Athletics	<input type="checkbox"/> Budget
			<input type="checkbox"/> Evaluation & Research	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Food Services
			<input type="checkbox"/> Maintenance	<input type="checkbox"/> Operations	<input type="checkbox"/> Staff Development/ATCP
			<input type="checkbox"/> Student Services	<input type="checkbox"/> Transportation	
<b>Assistant Director:</b>			<input type="checkbox"/> Athletics	<input type="checkbox"/> Food Service	<input type="checkbox"/> Operations/Transportation
<b>Principal:</b>			<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> High School
			<input type="checkbox"/> Guidance Center	<input type="checkbox"/> Challenger	<input type="checkbox"/> Tegeler Career Center
<b>Assistant Principal:</b>			<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> High School
<b>Coordinator:</b>			<input type="checkbox"/> PEIMS	<input type="checkbox"/> Vocational Education	<input type="checkbox"/> Special Populations
<b>Specialist:</b>			<input type="checkbox"/> Elementary Instructional	<input type="checkbox"/> ESL/Bilingual	<input type="checkbox"/> Foreign Lang./Social Studies
			<input type="checkbox"/> Gifted/Talented	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Human Resources
			<input type="checkbox"/> Reading/Language Arts	<input type="checkbox"/> Science	<input type="checkbox"/> Special Education
			<input type="checkbox"/> Special Programs		
<b>Counselor:</b>			<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> High School
			<input type="checkbox"/> Elem. Parent Coordinator	<input type="checkbox"/> Challenger	<input type="checkbox"/> Communities in Schools
			<input type="checkbox"/> Counselor/Diagnostician	<input type="checkbox"/> Drug Abuse	<input type="checkbox"/> Guidance Center
			<input type="checkbox"/> Special Services	<input type="checkbox"/> Vocational	
<b>Executive Director:</b>			<input type="checkbox"/> Communications/Community Relations	<input type="checkbox"/> Curriculum & Instruction	
			<input type="checkbox"/> Instructional Technology	<input type="checkbox"/> Management Information Services	
			<input type="checkbox"/> Media Services	<input type="checkbox"/> Special Education	
			<input type="checkbox"/> Special Programs	<input type="checkbox"/> Student Services	
<b>Manager:</b>			<input type="checkbox"/> Energy Office	<input type="checkbox"/> Financial Services, M.I.S.	<input type="checkbox"/> Student Services, M.I.S.
<b>Other:</b>			<input type="checkbox"/> Campus Athletic Director	<input type="checkbox"/> Diagnostician	<input type="checkbox"/> Tax Assessor/Collector
Any other positions not listed: _____					

**List teaching certificates and endorsements below:**

State/Issue Date/Expiration Date	Type	Level	Field

**What work have you done in fields outside of strictly educational activities which have added to your education?  
(Please list such work.)**

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**Teaching Experience (List most recent experience first):**

School District Name & Address	School Years	Exact Number Mths. Taught	Grade or Subject	Reason for Leaving
	19 19			
	19 19			
	19 19			
	19 19			
	19 19			
	19 19			
	19 19			
	19 19			
	19 19			
	19 19			

**Total Number Years Teaching Experience** \_\_\_\_\_

**Other Employment Experience (outline by year):**

Revised 2/00

Dates	Position	Location	Reason for Leaving

**List any break(s) in service and state reason(s):**

Years	Reason

**Personal Data:**

- Are you related, in any way, to any member currently serving on the Pasadena Independent School District Board of Education? .....  Yes  No
- Respond to item #2 only if you are applying for a position which requires you to transport students.  
 Do you have a driver's license.....  Yes  No  
 License Number \_\_\_\_\_ State \_\_\_\_\_  
 Do you qualify for motor vehicle insurance?.....  Yes  No
- Have you ever taught under a SBEC Temporary, Emergency or Hardship Permit? .....  Yes  No  
 Subject areas: \_\_\_\_\_  
 School year(s) \_\_\_\_\_ School District(s) \_\_\_\_\_
- Have you ever been dismissed or had your contract terminated or non-renewed? .....  Yes  No  
 If your answer is "yes," please explain on an attachment.
- Have you ever been involuntarily terminated or given the option to resign in lieu of termination from the employment of another 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?  
 \_\_\_\_\_  
 \_\_\_\_\_

**CRIMINAL HISTORY** All Texas school districts are authorized to obtain any criminal history information relating to an applicant for employment, by House Bill 1498 (TEC 21.917). 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 ever been convicted of any crime or offense, other than a minor traffic offense?  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: \_\_\_\_\_  
 \_\_\_\_\_

**References:**

Give full name and complete address of each reference. In naming references, if you have had public education experience, give supervisors, principals and all superintendents who are familiar with your work. You **MUST** include references from your present or latest position. If you have had no public education, give the names of person who have supervised your work. The judgment of a nonprofessional person in reference is usually valuable only from the standpoint of general character. We will need a copy of all transcripts. Please send them yourself or request that they be sent from your college or university registrar.

\_\_\_\_\_ My transcripts are being sent. Date requested: \_\_\_\_\_

**REFERENCES:**

NAME	ADDRESS	CITY/STATE/ZIP	PHONE	POSITION
			( )	
			( )	
			( )	

**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 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 (713-920-6822).

**THIS APPLICATION IS CONSIDERED INCOMPLETE WITHOUT SIGNATURE**

\_\_\_\_\_  
Date

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

Direct to: Human Resources, Certified Department, 1515 Cherrybrook, Pasadena, Texas 77502

Human Resources number: (713) 920-6898, 1-800-356-6050

Fax number: (713) 920-4657

Email: [jdennis@pasadena.isd.tenet.edu](mailto:jdennis@pasadena.isd.tenet.edu)

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Print Name

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Social Security Number

State briefly your concept of the contribution that can be made toward a good school system by the administrators of that school system. (In other words, it might be called your concept of the scope of total school administration). **Your remarks should be handwritten and limited to this page.**

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Date

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Signature of Applicant

**Pasadena Independent School District  
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Print Name

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Social Security Number

State briefly your philosophy of education (in other words, your convictions regarding the nature and purpose of public free education in America). **Your remarks should be handwritten and limited to this page.**

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Date

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Signature of Applicant



