We are pleased that you are interested in a position with the Denton Independent School District. We would like to acquaint you with some aspects of the district and of our hiring procedures. Although an application form may not provide a complete and accurate description of you as a candidate, we believe that the information requested on this form can provide the profile we need to determine if a position is available in which you can make your best contribution and also grow professionally.

APPLICATION

An application form is sent to all who request one, regardless of existing vacancies in the departments for which preference is expressed or the number of applicants whose papers are on file in this office. The issuance of an application does not imply that there is a vacancy or that the applicant is under consideration for immediate appointment.

The application becomes the property of the Denton Independent School District which reserves the right to accept or reject it. Submission of an application authorizes the school district to contact the references listed on the application, and to obtain any criminal history record information relevant to the application for employment from any pertinent source in accordance with the provisions of the Texas Education Code Section 22.083, and authorizes any law enforcement agency including, but not limited to, any police department or the Department of Public Safety as well as the Texas Department of Corrections to furnish the school district any such record.

The application form should be filled out accurately and completely.

A copy of a valid teaching certificate (Texas or out-of-state) is needed. In the event you are a recent graduate and you have not received your official teaching certificate, a letter from the college/university stating that all requirements have been or are being completed should be sent to Human Resources. If you hold an out-of-state certificate, you may send us a photocopy of it, but it will not suffice for employment in Texas public schools. Out-of-state candidates and non-certified individuals should make inquiries regarding certification to the State Board for Educator Certification, 1001 Trinity, Austin, Texas 78701.

You will need to supply Denton Independent School District with the following:
1. A photocopy of a valid teaching certificate.
2. A photocopy of all transcripts.
3. Completed Criminal History Release Form.
4. Proof of Authorization to Work (a copy of the following):
   a. Social Security card
   b. Driver’s license
   c. U.S. passport
   d. Certificate of U.S. citizenship/naturalization
   e. Unexpired foreign passport

Your application will remain in active status for twelve (12) months from the date of application. A written request is required if you wish to have your application extended beyond that time. Application materials will be destroyed upon removal from active status.

Confidential inquiry will be made of your listed references by Human Resources. College placement file references will be accepted. Unsolicited letters of reference are not encouraged.

PERSONAL INTERVIEWS

It is not possible to interview every applicant interested in a position in the Denton Independent School District. Interviews will be scheduled based on anticipated needs in the various fields. After careful evaluation of the application and accompanying information, the candidates best suited to our needs will be selected for personal interviews. The building principal, director, and other supervisory personnel will interview several applicants for each vacancy. If you are selected to interview for a specific position, you will be notified to establish contact with district personnel. A recommendation will be made to the Human Resources office, which will make the recommendation for employment to the Superintendent of Schools and the Board of Trustees.

APPOINTMENT

Basis Of Appointment—The appointment of candidates to positions shall depend solely upon their comparative fitness to serve the schools. The date of filing applications, place of residence, race, sex, and the candidate’s personal needs or interest, are not considered as qualifications for, or as claim to, appointment.

Time—No eligibility list of candidates is maintained by the Denton Independent School District HUMAN RESOURCES office. (Although most vacancies occur during the spring and summer, employment may be made at any time of the year as the need may arise.) It is, therefore, impossible to establish any date after which applications cannot be considered, since employment may become necessary at any time.

Release from Other Contracts—It is understood that appointment to position in the Denton Independent School District is made always on condition that the appointees shall, before accepting such appointment, secure an honorable release from any previous employment contract into which they may have entered.

DISTRICT PERSONNEL SALARY

A "single schedule" of salaries is in operation in the Denton Independent School District, which means that salaries of professional employees are determined by their preparation and experience without regard to whether they teach early childhood, kindergarten, elementary grades, middle school or high school. The initial salary is determined by the salary schedule. (See attachment)

Salary increases are determined by the salary schedule, state rules and regulations, and
such other regulations as may from time to time be enacted to govern such increases. Financial conditions in the state and school district will, of necessity, influence all salary adjustments.

Salaries are paid in twelve equal installments throughout the calendar year.

**DEGREE AND CERTIFICATION**

An applicant must have at least a bachelor's degree from an accredited college or university. Exceptions to the degree may be made for teachers of vocational and trade classes who present trade and industrial training records in compliance with the Texas Education Agency.

According to the laws of Texas, every person paid for instructional work in the public schools must have registered a valid Texas Teacher's Certificate with the superintendent of that school district. Graduates of a Texas college or university should contact the head of the education department of the college or university to secure a Texas Teacher's Certificate. All out-of-state inquiries regarding certification should be addressed to the State Board for Educator Certification, 1001 Trinity, Austin, Texas 78701, enclosing an official transcript (with seal and signature) from all colleges/universities attended and a copy (front and back) of your valid non-Texas certificate.

**SICK LEAVE**

At the beginning of each school year, you are credited with five personal leave days from the State of Texas to be used in the event of personal illness or death in the immediate family and personal business. Unused days accumulate (no limit) and are transferable from one district to another in Texas.

In addition to State personal leave days, there are five local days to be used for personal illness in the immediate family or other emergency situations. These days are accumulative to 90, but they will not transfer to other districts.

**INSURANCE**

The school district provides a monthly supplement toward the cost of benefits on each eligible employee. Employees may choose from several options, including:

- **Medical** - DISD currently offers a choice of three insurance plans:
  - DISD Health Management—a $15 co-pay plan with no deductible. X-rays and laboratory fees are covered at 80%. Prescription card included.
  - PPO (Preferred Provider Option)—basic major medical insurance allowing for 80% payment after your deductible is satisfied. Prescription card included.
  - Freedom Plan—a “no deductible” plan. Physicians are covered at 75% and you may choose your own physician. Network hospital is covered at 100% and there is a 25% co-pay on prescriptions.

- **Dental**—Preventive dental services are covered at 100% and basic services are covered at 80%, while major services are covered at 50%.

- **Vision**—Vision coverage requires no deductible and contributes toward the cost of examinations, prescriptions, frames, and various types of lenses.

- **Long-Term Disability**—This policy will pay up to 60% of your salary up to a maximum of $5,000 per month.

- **Life Insurance**—The district provides a $10,000 life insurance policy for all of its employees.

- **Dependent Life**—This option pays $5,000 for spouse, $2,000 per child 14 days to 25 years (if a full time student).

- **Employee Assistance Program**—The EAP provides professional, cost-effective assistance in resolving alcohol, drug abuse, psychiatric, or other personal problems.

**RETIREMENT**

Employees of the Denton Independent School District are automatically members of the Teacher Retirement System of Texas and pay into this fund 6.65 percent of their salaries. Retirement annuity options include:

- age 65 with five or more years of membership service credit
- or
- any combination of age and service totaling 80, with at least five years of membership service credit

Under current law, a member is entitled to early service retirement when any of the following occur, provided that the total of age and service is less than 80:

When a member elects an early age service retirement, the retiree is entitled to receive a payment of a lifetime monthly annuity, reduced for early age, calculated according to the benefit formula then in effect.

TRS members also receive death and disability benefits; a return of your deposits with interest should you terminate employment; and vested rights to benefits when you complete five years of service.

**MATERIALS TO BE ON FILE IN THE DIVISION OF HUMAN RESOURCES (IF EMPLOYED)**

1. Contract
2. Application and reference strips
3. Addendum
4. Official transcript of all college credits (college seal and signature of the registrar required)
5. A valid Texas Teacher's Certificate
6. 1-9 Form (Proof of Authorization to Work)
7. A certified service record for all approved teaching experience
8. Birth certificate

We are pleased you have made consideration of our school district. Thank you for completing the application form. Please remember to place additional postage on your envelope. Applications received with insufficient postage must be returned.

**NOTE:**

The Teacher Candidate Evaluation authorization forms must be signed and returned with your application. Your Social Security number must accompany all correspondence.