



PROFESSIONAL APPLICATION PROCEDURES

Taylor Independent School District

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I. GENERAL INFORMATION

Thank you for your interest in our school district. We believe that Taylor Independent School District is an outstanding school system, and we look forward to considering you for a position in our district.

The application form may be printed from the APPLICATION FOR PROFESSIONAL POSITION file on this CD or downloaded from our web site shown above. Applications must be submitted, accurately and completely, before an applicant will be considered and will remain active for one year following the date of submission, unless withdrawn. A letter of renewal is required by the anniversary date of the application if an extended period of consideration is desired.

Employment application forms are sent to all persons who request them. The issuance of these forms does not, therefore, imply that there are vacancies at this time or that an individual is under consideration for immediate appointment.

II. APPLICATION FORM – EXPERIENCED TEACHER

Submit to the Department of Personnel:

1. Completed application form. (*Must list every place of employment. Attach an extra sheet, if necessary.*)
2. Photo static copy of valid teaching certificate showing both sides, if applicable.
3. Photostatic copy of transcript (*most current document showing degree and date granted, registrar's signature and official college seal*).

III. APPLICATION FORM – INEXPERIENCED TEACHER

Submit to the Department of Personnel:

1. Completed application form. (*Must list every place of employment. Attach an extra sheet, if necessary.*)
2. Photo static copy of valid teaching certificate showing both sides or a letter from the college/university verifying that you have been recommended for certification with area(s) of specialization listed.
3. Photostatic copy of transcript (*most current document with registrar's signature and official college seal*).
4. College placement file, if available.

IV. APPLICANT INFORMATION REQUESTS

There are three Applicant Information Request forms, which need to be sent directly to three references with instructions to mail them back to our office. (*See Application Addendums file on CD*)

V. INTERVIEWS

A personal interview is required and will usually be honored only after a completed application and requested documents have been received. Interviews are at the discretion of Taylor ISD and are generally extended when vacancies exist and a substantial number of qualified, certified applicants have not already been interviewed. Not all persons will be interviewed at the time of request. They may be contacted and scheduled for interviews at a later date. Applicants who interview will receive no further reply after the interview unless favorable action is taken.

VI. CRIMINAL HISTORY CHECK

Following a favorable interview, Taylor ISD requires the completion of a confidential criminal history check prior to completion of a final contract. State law requires criminal history checks on all public school personnel and no contract can legally be awarded until the completion of the criminal history report. Please fill out the appropriate form and return it with your application. *(See Application Addendums file on CD)*

VII. APPOINTMENT TO POSITION

While most appointments to positions occur during the spring and summer, positions are filled anytime during the year as the need arises. For this reason, active applications receive continuous consideration.

An offer of employment is given to the applicant subject to the recommendation of the Superintendent and approval of employment by the Board of Education as required by state law. Professional employees are employed by contract for a term of one year; at least the first year of employment in the District is considered to constitute a probationary period. Should a position be offered, the applicant will be required to have on file such items as: service record(s) of previous teaching experience(s), official copies of all transcripts and photocopies of the Social Security card and driver's license. Details of the procedures and required forms will be provided upon employment.

A new employee will be paid based only on documented creditable years of service. The Personnel Office will obtain proof of out-of-state employment; service records of previous Texas teaching experience must be submitted by the new employee.

All professional employees must participate in the Teacher Retirement System of Texas and the Medicare portion of the Social Security System (1.45%).

Again, we appreciate your interest in Taylor ISD, as we are continuously seeking the best-qualified personnel for our school district.