

MAILING ADDRESS: WINDHAM SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
P O BOX 40  
HUNTSVILLE TX 77342-0040

OVERNIGHT EXPRESS MAIL  
DELIVERY:

WINDHAM SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
804 Bldg. A FM 2821 West / P.O. Box 40  
HUNTSVILLE TX 77320

## WINDHAM SCHOOL DISTRICT APPLICANT CHECKLIST

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

The items listed below are required to complete your application for employment.

### ALL APPLICANTS

- \_\_\_\_\_ Application
- \_\_\_\_\_ Employment Application Supplement
- \_\_\_\_\_ Applicant EEO Data Form
- \_\_\_\_\_ Disposition referenced in #s 13-15 of application (when applicable)—**To comply with the Texas Education Code 22.083, Windham School District is required to report all criminal history information, for individuals holding or applying for SBEC certification credentials, to the State Board for Educator Certification, Department of Investigation and Enforcement.**
- \_\_\_\_\_ Geographic Preferences
- \_\_\_\_\_ Copy of official college transcripts (verifying highest level of education completed—**OR**, copy of high school diploma or GED certificate (Military GED certificates are not acceptable and must be converted to state certificates.) Original transcripts may be required to complete the selection process.
- \_\_\_\_\_ Military Discharge Papers (DD-214, member 4) if applicable
- \_\_\_\_\_ Copy of your Driver's License (with future expiration date)
- \_\_\_\_\_ Copy of your Social Security Card—front and back (application signed exactly as social security card name – metal / laminated copies are not acceptable if restriction noted on back)
- \_\_\_\_\_ Copy of Selective Service Registration printout for male applicants between the ages of 18 and 25 (you may register or obtain proof of registration at <http://www.sss.gov/regist.htm>.)
- \_\_\_\_\_ Essay (HD-7285) – Academic teachers and Vocational teachers
- \_\_\_\_\_ Additional Offender Information form (if applicable) PERS-282A (09/03)
- \_\_\_\_\_ Applicant Contact Information form
- \_\_\_\_\_ Original school service records may be required at a later date.
- \_\_\_\_\_ Copy of State Board of Educator Certification (SBEC) if required by position.

### SUBSTITUTE TEACHERS & SHORT COURSE INSTRUCTORS ONLY

- \_\_\_\_\_ Complete short application (HD-1408) along with items listed on form HD-1408

### TEACHER APPLICANTS ONLY

- \_\_\_\_\_ Copy of State Board of Educator Certification (SBEC)
- \_\_\_\_\_ Letter of Evaluation from State Board for Educator Certification (SBEC) if currently certified out-of-state

### VOCATIONAL APPLICANTS & SHORT COURSE INSTRUCTORS ONLY

- \_\_\_\_\_ Statement of Qualifications (TEA-428) - **A separate SOQ is needed for each instructional area submitted for approval**
- \_\_\_\_\_ Permit Information (For full-time applicants)
- \_\_\_\_\_ Vocational License (where applicable)

### CLERICAL APPLICANTS ONLY

- \_\_\_\_\_ 5 Minute Typing test - CLERICAL APPLICANTS ONLY  
(Please call Texas Workforce Commission Office for appointment - **INVALID IF THE TEST HAS MORE THAN 10 ERRORS**)