

**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. 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 & SPECIALIZED SKILLS 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 & SPECIALIZED 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**)