

WINDHAM SCHOOL DISTRICT

PERSONNEL DEPARTMENT
P. O. Box 40
Huntsville, Texas 77342-0040

CAREER AND TECHNOLOGY EDUCATION APPLICATIONS

PROCEDURES FOR COMPLETION OF HISTORY OF QUALIFICATIONS

1. **Statements #1 - 9:** Self-explanatory. Be explicit when answering.
2. **Item #4:** A separate HOQ is needed for each course you wish to teach. Multiple listings in this area will result in the return of the document for correction.
3. **Statement #10:** This section is one of the most important areas to be completed. The last column "trade or Skilled Work Personally Performed by You" **must be specific** as to actual work experience relating to the position for which you are applying. This should **include machines operated, skilled work or services performed**, and subject taught, if applicable. *Applicable experience must have been performed within the past eight years for HOQ approval.* You may use as many lines as needed to complete this section (disregard the vertical lines and enter data across the page) and add additional pages if necessary. If self-employed specify that information.
4. **Statement #11:** You must include on the HOQ current addresses and **daytime telephone numbers** of no less than three individuals who can verify your work experience, or if self-employed, individuals who can verify your skills in the area for which you are applying. The telephone numbers provided need to be the numbers we can reach these references between normal working hours (8:00 a.m. to 5:00 p.m.). This may include people with which you have contracted specific jobs. Give the individual's full name, address, including zip code, telephone number, and their occupational title.
5. The approval of the work experience based on the HOQ makes you eligible for consideration for a position with the Windham School District. However, this approval **does not** guarantee employment nor does it guarantee an interview.
6. You will be required to take a written test in the skill area in which you are making application at time of interview.
7. An HOQ that is not completed according to these instructions will be returned to you. If it is not completed and returned within thirty days, your file will become inactive and no further processing will take place. An HOQ will only be returned once for corrections. If an HOQ is returned incomplete a second time, your file will be placed in the inactive file.