

# AVID Tutor/Academic Coach Application

**Please return the following items with your application:**

\_\_\_ *Resume* \_\_\_ *UNOFFICIAL Transcript* \_\_\_ *Current class schedule* \_\_\_ *Criminal History Forms*

Name \_\_\_\_\_ Semester for which you are applying: \_\_\_\_\_  
Last, First Semester/Yr

EMAIL: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Year of High School Graduation \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

What is your strongest subject? (Math, Science, or English) \_\_\_\_\_

Honors/AP classes taken in high school. \_\_\_\_\_

Have you decided on a college major? Y \_\_\_ N \_\_\_ What is it? \_\_\_\_\_

If not, what courses are you taking?

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Reason(s) why you would like to be an AVID tutor. Be specific.

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Do you have reliable transportation? (Yes) \_\_\_ (No) \_\_\_

Which grade level (s) would you like to tutor? Middle School \_\_\_ and/or High School \_\_\_

List any previous experience in working with students.

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# Tutor Availability

Place a  by the campus(es) where you would *prefer* to tutor  
(based on availability):

Boulter  Hogg  Hubbard  Moore  Three Lakes

John Tyler  Robert E. Lee  Early College HS

ANY

Please tell us what days and times you are available to work. School assignments are based on campus and individual availability. Our preference is that you work MW/or T/R shifts if your schedule allows!

**Mondays**

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**Tuesdays**

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**Wednesdays**

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**Thursdays**

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**Fridays**

(limited availability)

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**References: (No family members)**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**This application for employment is considered INCOMPLETE if the following questions are unanswered.**

1. Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons including, but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been charged with or convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?  
**Yes No**
1. Have you ever been charged with or convicted of a felony or any offense involving moral turpitude and received probation? **Yes No**
2. Have you ever been involuntarily terminated or asked to resign by another employer or another school district? **Yes No**

*(If yes, please give the name of the employer or school district, the date and the reason for the termination or the request for resignation.*

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*I hereby declare this information is complete and true to the best of my knowledge and belief. I understand that any misrepresentation, falsification of facts or failure to disclose conviction for a felony or any offense involving moral turpitude shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept it or reject it. I further agree to observe all rules, regulations, and policies of the District if employed.*

*I understand that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time for any reason, without any prior notice.*

*I understand that the District is authorized to obtain criminal history record information on applicants the district intends to employ. I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.*

*Furthermore, I authorize the information I've provided to be used: previous employers to be contacted for investigative purposes; and release all parties from any liability for damage that may result from furnishing information to you.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Yes No

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DPS Computerized Criminal History (CCH) Verification**  
**(AGENCY COPY)**

I, \_\_\_\_\_, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

**Tyler Independent School District**  
\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b> Check and Initial each Applicable Space		
CCH Report Printed:		
YES _____	NO _____	_____ initial
Purpose of CCH: _____		
Hire _____	Not Hired _____	_____ initial
Date Printed: _____	_____	_____ initial
Destroyed Date: _____	_____	_____ initial
<b>Retain in your files</b>		

**TYLER INDEPENDENT SCHOOL DISTRICT**  
**Criminal History Record Information**

**TO BE COMPLETED BY ALL APPLICANTS AND VOLUNTEERS**

By completing this form I understand that a computerized criminal history verification check will be performed by accessing the Texas Department of Public Safety Secure Website and the Safe Schools website based on name and date of birth. ***By law, information received based on this check cannot be discussed with anyone, including the applicant.***

All employees of Tyler ISD, regardless of capacity, and volunteers are required by law to undergo a national fingerprint search. The search will be conducted through the Texas Department of Public Safety national clearinghouse database and will consist of a full set of digital fingerprints, uploaded by the State approved vendor MorphoTrust USA. The cost of fingerprints includes a processing fee of \$39.50 to be paid online at the time of scheduling and an additional fee of \$9.95 to be paid at the time of the fingerprint appointment. **TYLER ISD does not pay any costs associated with fingerprinting nor does it reimburse any fees incurred by fingerprinting.**

The information below will be used to submit my request for a fingerprint FastPass for scheduling my fingerprinting. Once submitted the following will occur:

- ✓ I will be notified by mail whether I need to be fingerprinted or if I am already in the TXDPS database.
- ✓ If I am to be fingerprinted I must follow the directions at the top of the form and make an appointment to be fingerprinted.
- ✓ Attend my appointment, pay the fees, and retain the receipt for fingerprinting.
- ✓ Wait 3-5 days, and then return to the Substitute Services Manager's office in the Human Resources department with my FastPass receipt, along with my *completed substitute and College Coach* employee packet.
- ✓ If I am not to be fingerprinted I am to return my *completed substitute and Academic Coach* employee packet to the Substitute Services Manager's office during the following days and times:

**TUESDAY, WEDNESDAY, OR THURSDAY      10:00 am - 11:30 am or 1:30 - 3:30 pm**

*I understand each of the steps above must be completed before I will be cleared to work as a substitute or as a Academic Coach for the AVID department within Tyler ISD. I understand the information received from my submitted fingerprints may be discussed with me, in person, and with no one else.*  
PLEASE PRINT!

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Driver's License State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, Texas Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

***TISD Office Use Only (retained in separate file)***

Check and initial each applicable space:

CCH REPORT PRINTED: \_\_\_\_ yes \_\_\_\_ no      \_\_\_\_ initial

Purpose of CCH: \_\_\_\_ substitute hire \_\_\_\_ other hire      \_\_\_\_ initial

Applicant hired: \_\_\_\_ yes \_\_\_\_ no      \_\_\_\_ initial

Date Printed: \_\_\_\_\_ n/a \_\_\_\_      \_\_\_\_ initial

Date Destroyed: \_\_\_\_\_ n/a \_\_\_\_      \_\_\_\_ initial