



HOUSTON INDEPENDENT SCHOOL DISTRICT
 ALTERNATIVE CERTIFICATION PROGRAM
 4400 WEST 18TH STREET . HOUSTON, TX 77092-8501



RETURN TO:
ALTERNATIVE CERTIFICATION OFFICE
ACP SCHOOL LIBRARIAN
 4400 W. 18TH St . Houston, Tx 77092-8501

ACP School Librarian

It is the policy of the Houston Independent School District not to discriminate on the basis of age, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its educational or employment programs and activities.

PLEASE PRINT AND COMPLETE ALL FIELDS, SUBMIT APPLICATION AND ALL REQUIRED DOCUMENTS TO THE ACP OFFICE.

Section I

PERSONAL DATA	LAST NAME _____	FIRST NAME _____	M.I. _____
	FORMER NAME USED, IF ANY _____	DATE _____	
	SOCIAL SECURITY NUMBER _____	E-MAIL ADDRESS _____	
	PRESENT ADDRESS (STREET/P.O. BOX) _____	CITY _____	STATE _____ ZIP CODE _____
	DAY PHONE(Include Area Code) _____	EVENING PHONE(Include Area Code) _____	MOBILE PHONE(Include Area Code) _____

Can you, after an offer of employment submit verification of your legal right to work in the U.S.? Yes No

EDUCATIONAL HISTORY	1	COLLEGE/UNIVERSITY ATTENDED _____	DATES: FROM _____ TO _____
		GRADUATION DATE _____	DEGREE _____ MAJOR SUBJECT _____
	2	COLLEGE/UNIVERSITY ATTENDED _____	DATES: FROM _____ TO _____
		GRADUATION DATE _____	DEGREE _____ MAJOR SUBJECT _____
	3	COLLEGE/UNIVERSITY ATTENDED _____	DATES: FROM _____ TO _____
		GRADUATION DATE _____	DEGREE _____ MAJOR SUBJECT _____

Do you have any teaching experience? Yes No If Yes, School _____ School District _____
 If yes, how many years? _____ What level and subject? _____

Do you currently possess a valid teaching certificate or license? Yes No
 If yes, provide the following:
 Certificate: Area _____ Date Issued: _____ State: _____

Have you previously participated in an Alternative Certification Program? Yes No
 If yes, please specify the program: _____

SIGNATURE

DATE



HOUSTON INDEPENDENT SCHOOL DISTRICT

ALTERNATIVE CERTIFICATION PROGRAM

Preparing and Supporting School Librarians



**RETURN TO:
ALTERNATIVE CERTIFICATION
INTAKE OFFICE**

Department of Human Resources
4400 West 18th Street
Houston, Texas 77092

APPLICATION ESSAYS

for

School Librarians Only

DIRECTIONS: Type a one page double spaced response to each question. Attach both essay responses to this page.

Question #1 Why have you decided to pursue a career as a school librarian?

Question #2 How have books influenced your life?



HOUSTON INDEPENDENT SCHOOL DISTRICT
ALTERNATIVE CERTIFICATION PROGRAM
Preparing and Supporting New Teachers



RETURN TO:
ALTERNATIVE CERTIFICATION
INTAKE OFFICE
 Department of Human Resources
 4400 West 18th Street
 Houston, Texas 77092

NOTICE OF PAYROLL DEDUCTION

If accepted into the Alternative Certification Program,

I, _____ SSN: _____ - _____ - _____

Give the Houston Independent School District the right to deduct the program cost by using the following calculation:

Program cost / 22 pay periods = bimonthly deduction*

Example I: Program cost = \$3,750.00
 $\$3,750 / 22 = \170.45 per pay period
 (Teachers only)

Example II: Program cost = \$1,500.00
 $\$1,500 / 22 = \68.18 per pay period
 (School Librarians and Educational
 Diagnosticians only)

* The pay period begins on Monday and ends on Sunday. Payday will occur every other Wednesday.

My signature below verifies my knowledge of a bimonthly deduction to be taken from my paycheck for the first year of employment. If I leave the program in the middle of the training cycle, I will not receive a refund. The monies collected go toward program costs delivered prior to my resignation.

Extension fees _____

Signature _____

Date _____



HOUSTON INDEPENDENT SCHOOL DISTRICT
ALTERNATIVE CERTIFICATION PROGRAM
Preparing and Supporting School Librarians



**RETURN TO:
 ALTERNATIVE CERTIFICATION
 INTAKE OFFICE**
 Department of Human Resources
 4400 West 18th Street
 Houston, Texas 77092

RECRUITMENT INFORMATION

How were you referred to the HISD Alternative Certification Program?

- Newspaper HISD Recruiter Applied through own initiative Personal Reference Other _____

EMPLOYMENT DATA

Work and/or Teaching Experience		List most recent work experience first.	
From/To (Mo./Yr.)	Employer Address, City, State, ZIP Code	Name of Supervisor Title	Work Performed
		Telephone Number	Reason for Leaving
From/To (Mo./Yr.)	Employer Address, City, State, ZIP Code	Name of Supervisor Title	Work Performed
		Telephone Number	Reason for Leaving
From/To (Mo./Yr.)	Employer Address, City, State, ZIP Code	Name of Supervisor Title	Work Performed
		Telephone Number	Reason for Leaving

Please attach listing of other employers, if applicable.

Have you ever been employed by the Houston Independent School District? Yes No

If Yes, under what name? _____ Date: _____

Do you have a relative who is either a member of the HISD Board of Education or employed in any capacity in the Houston Independent School District? Yes No

Name: _____ Relationship: _____ School/Department: _____

I certify that the above information is true, accurate, and complete. I understand that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application from further consideration or termination of employment.

 Signature of Applicant

 Date



HOUSTON INDEPENDENT SCHOOL DISTRICT
ALTERNATIVE CERTIFICATION PROGRAM
School Librarian



**RETURN TO: APPLICANT or
 Fax to (713) 556-7448**

OFFICE USE ONLY

Verified by: _____
 Date: _____

REFERENCE FORM

NAME _____ SS# _____ has applied for a school librarian position. Will you assist us by sending the following information at your earliest convenience?

Thank you for your courtesy.

PERSONAL QUALIFICATIONS: Please circle your evaluation of this candidate.					
	1	2	3	4	5
Personal appearance	Poor taste in dress and grooming		Usually makes a good impression		Excellent appearance; always appropriately dressed
Health and Absenteeism	Lacks vitality; frequently absent		Usually well, meets demands		Vigorous; buoyant
Apparent emotional stability	Moody, irritable, rigid, immature, insecure; unwilling to face reality		Well-balanced emotionally, has ups and downs, but does not go to extremes		Emotionally secure, good sense of humor; realistic
Communication skills	Incorrect speech; slangy; limited vocabulary		Acceptable oral and written communication; adequate vocabulary		Effective communication and expression; skillful choice of words
Interpersonal relationships	Cold, hostile, critical; does not have respect of peers		Moderately effective in social relationships; usually has respect of peers		Warm, outgoing, kind; free from affectation; always has respect of peers
Dependability	Unpredictable; does not follow through		Usually can be relied upon		Always reliable and punctual

TEACHING EFFECTIVENESS: (only applicable to applicants with prior teaching experience)					
	1	2	3	4	5
Knowledge of subject matter	Inadequate knowledge of content; limited understanding of concepts		Acceptable knowledge of subject field		Thorough and extensive knowledge of subject; up-to-date
Knowledge of professional education	Narrow and superficial knowledge of educational concepts		Satisfactory knowledge of educational concepts		Thorough/workable knowledge of educational concepts and skills
Attitude toward professional help	Resents suggestions; waits to be told; reluctant to change		Accepts suggestions; makes efforts to adapt to teaching; follows directions		Seeks suggestions and evaluation; profits from help; shows initiative
Planning and presentation	Lacking in organization, continuity, and variety in procedures; fails to see goals clearly; plans poorly executed		Generally well organized; plans well presented		Consistent long-range and daily planning and execution; creative and flexible
Student management	Unable to control pupils in constructive activity		Usually able to control pupils in constructive activity		Exceptional learning climate
Parent and community relationships	Uninvolved; unconcerned; ignores parents		Cooperative with parents		Active in community; initiates parent contacts

How long have you know the applicant? _____

In what capacity have you known the applicant? _____

Would you hire/rehire the applicant? Yes No

Date: _____ Signature: _____ Position: _____

Organization/Company: _____

REFERENCE FORM
Page Two

TO THE APPLICANT:

Print the name and complete address of your reference in this space. Include organization/ company/school, if applicable.

Please Print: Name of company for telephone reference verification

(_ _ _) _ _ _ - _ _ _ _ _

Current/valid phone number

E mail _____

**DIRECTIONS FOR COMPLETING REFERENCE FORMS FOR
HOUSTON INDEPENDENT SCHOOL DISTRICT ALTERNATIVE CERTIFICATION PROGRAM
APPLICANTS**

1. Take this reference form to your former employer or mail the reference form. Two positive work references are required.
2. The completed reference forms should be returned to you.
3. Bring the completed references when you turn in your application at the ACP Intake office.
4. Letters of Recommendation from former work supervisors on company letterhead may be substituted for this reference form.
5. References will be contacted.

TO THE APPLICANT

Please sign and date the release form below.
This release form will be kept in your personnel file.

I hereby give you permission to complete a reference form furnished by the Houston Independent School District and to release the form with recommendations to HISD.

Print Name

Signature

Date



HOUSTON INDEPENDENT SCHOOL DISTRICT
ALTERNATIVE CERTIFICATION PROGRAM
School Librarian



**RETURN TO: APPLICANT or
 Fax to (713) 556-7448**

OFFICE USE ONLY

Verified by: _____
 Date: _____

REFERENCE FORM

NAME _____ SS# _____ has applied for a school librarian position. Will you assist us by sending the following information at your earliest convenience?

Thank you for your courtesy.

PERSONAL QUALIFICATIONS: Please circle your evaluation of this candidate.					
Personal appearance	1 Poor taste in dress and grooming	2	3 Usually makes a good impression	4 Excellent appearance; always appropriately dressed	5
Health and Absenteeism	1 Lacks vitality; frequently absent	2	3 Usually well, meets demands	4 Vigorous; buoyant	5
Apparent emotional stability	1 Moody, irritable, rigid, immature, insecure; unwilling to face reality	2	3 Well-balanced emotionally, has ups and downs, but does not go to extremes	4 Emotionally secure, good sense of humor; realistic	5
Communication skills	1 Incorrect speech; slangy; limited vocabulary	2	3 Acceptable oral and written communication; adequate vocabulary	4 Effective communication and expression; skillful choice of words	5
Interpersonal relationships	1 Cold, hostile, critical; does not have respect of peers	2	3 Moderately effective in social relationships; usually has respect of peers	4 Warm, outgoing, kind; free from affectation; always has respect of peers	5
Dependability	1 Unpredictable; does not follow through	2	3 Usually can be relied upon	4 Always reliable and punctual	5
TEACHING EFFECTIVENESS: (only applicable to applicants with prior teaching experience)					
Knowledge of subject matter	1 Inadequate knowledge of content; limited understanding of concepts	2	3 Acceptable knowledge of subject field	4 Thorough and extensive knowledge of subject; up-to-date	5
Knowledge of professional education	1 Narrow and superficial knowledge of educational concepts	2	3 Satisfactory knowledge of educational concepts	4 Thorough/workable knowledge of educational concepts and skills	5
Attitude toward professional help	1 Resents suggestions; waits to be told; reluctant to change	2	3 Accepts suggestions; makes efforts to adapt to teaching; follows directions	4 Seeks suggestions and evaluation; profits from help; shows initiative	5
Planning and presentation	1 Lacking in organization, continuity, and variety in procedures; fails to see goals clearly; plans poorly executed	2	3 Generally well organized; plans well presented	4 Consistent long-range and daily planning and execution; creative and flexible	5
Student management	1 Unable to control pupils in constructive activity	2	3 Usually able to control pupils in constructive activity	4 Exceptional learning climate	5
Parent and community relationships	1 Uninvolved; unconcerned; ignores parents	2	3 Cooperative with parents	4 Active in community; initiates parent contacts	5

How long have you know the applicant? _____

In what capacity have you known the applicant? _____

Would you hire/rehire the applicant? Yes No

Date: _____ Signature: _____ Position: _____

Organization/Company: _____

REFERENCE FORM
Page Two

TO THE APPLICANT:

Print the name and complete address of your reference in this space. Include organization/company/school, if applicable.

Please Print: Name of company for telephone reference verification

(_ _ _) _ _ _ - _ _ _ _ _

Current/valid phone number

E mail _____

**DIRECTIONS FOR COMPLETING REFERENCE FORMS FOR
HOUSTON INDEPENDENT SCHOOL DISTRICT ALTERNATIVE CERTIFICATION PROGRAM
APPLICANTS**

1. Take this reference form to your former employer or mail the reference form. Two positive work references are required.
2. The completed reference forms should be returned to you.
3. Bring the completed references when you turn in your application at the ACP Intake office.
4. Letters of Recommendation from former work supervisors on company letterhead may be substituted for this reference form.
5. References will be contacted.

TO THE APPLICANT

Please sign and date the release form below.
This release form will be kept in your personnel file.

I hereby give you permission to complete a reference form furnished by the Houston Independent School District and to release the form with recommendations to HISD.

Print Name

Signature

Date



HOUSTON INDEPENDENT SCHOOL DISTRICT
ALTERNATIVE CERTIFICATION PROGRAM
School Librarian



**RETURN TO: APPLICANT or
 Fax to (713) 556-7448**

OFFICE USE ONLY

Verified by: _____
 Date: _____

REFERENCE FORM

NAME _____ SS# _____ has applied for a school librarian position. Will you assist us by sending the following information at your earliest convenience?

Thank you for your courtesy.

PERSONAL QUALIFICATIONS: Please circle your evaluation of this candidate.				
Personal appearance	1 Poor taste in dress and grooming	2	3 Usually makes a good impression	4 Excellent appearance; always appropriately dressed
Health and Absenteeism	1 Lacks vitality; frequently absent	2	3 Usually well, meets demands	4 Vigorous; buoyant
Apparent emotional stability	1 Moody, irritable, rigid, immature, insecure; unwilling to face reality	2	3 Well-balanced emotionally, has ups and downs, but does not go to extremes	4 Emotionally secure, good sense of humor; realistic
Communication skills	1 Incorrect speech; slangy; limited vocabulary	2	3 Acceptable oral and written communication; adequate vocabulary	4 Effective communication and expression; skillful choice of words
Interpersonal relationships	1 Cold, hostile, critical; does not have respect of peers	2	3 Moderately effective in social relationships; usually has respect of peers	4 Warm, outgoing, kind; free from affectation; always has respect of peers
Dependability	1 Unpredictable; does not follow through	2	3 Usually can be relied upon	4 Always reliable and punctual
TEACHING EFFECTIVENESS: (only applicable to applicants with prior teaching experience)				
Knowledge of subject matter	1 Inadequate knowledge of content; limited understanding of concepts	2	3 Acceptable knowledge of subject field	4 Thorough and extensive knowledge of subject; up-to-date
Knowledge of professional education	1 Narrow and superficial knowledge of educational concepts	2	3 Satisfactory knowledge of educational concepts	4 Thorough/workable knowledge of educational concepts and skills
Attitude toward professional help	1 Resents suggestions; waits to be told; reluctant to change	2	3 Accepts suggestions; makes efforts to adapt to teaching; follows directions	4 Seeks suggestions and evaluation; profits from help; shows initiative
Planning and presentation	1 Lacking in organization, continuity, and variety in procedures; fails to see goals clearly; plans poorly executed	2	3 Generally well organized; plans well presented	4 Consistent long-range and daily planning and execution; creative and flexible
Student management	1 Unable to control pupils in constructive activity	2	3 Usually able to control pupils in constructive activity	4 Exceptional learning climate
Parent and community relationships	1 Uninvolved; unconcerned; ignores parents	2	3 Cooperative with parents	4 Active in community; initiates parent contacts

How long have you know the applicant? _____

In what capacity have you known the applicant? _____

Would you hire/rehire the applicant? Yes No

Date: _____ Signature: _____ Position: _____

Organization/Company: _____

REFERENCE FORM
Page Two

TO THE APPLICANT:

Print the name and complete address of your reference in this space. Include organization/ company/school, if applicable.

Please Print: Name of company for telephone reference verification

(_ _ _) _ _ _ - _ _ _ _

Current/valid phone number

E mail _____

**DIRECTIONS FOR COMPLETING REFERENCE FORMS FOR
HOUSTON INDEPENDENT SCHOOL DISTRICT ALTERNATIVE CERTIFICATION PROGRAM
APPLICANTS**

1. Take this reference form to your former employer or mail the reference form. Two positive work references are required.
2. The completed reference forms should be returned to you.
3. Bring the completed references when you turn in your application at the ACP Intake office.
4. Letters of Recommendation from former work supervisors on company letterhead may be substituted for this reference form.
5. References will be contacted.

TO THE APPLICANT

Please sign and date the release form below.
This release form will be kept in your personnel file.

I hereby give you permission to complete a reference form furnished by the Houston Independent School District and to release the form with recommendations to HISD.

Print Name

Signature

Date