



HUMAN RESOURCES

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To Classified Applicants:

Thank you for your interest in a position in the Spring Independent School District.

In order for you to be considered an active candidate for a position, you are encouraged to provide the following documents as soon as possible:

1. Completed application, applicant consent for criminal search (front and back) and signed applicant agreement.
2. A copy of a high school diploma, GED certificate or college transcripts.
3. Credit is given for all previous school district work experience that has been reported on the Texas Education Agency Teacher Service Record form and that can be verified by the Texas Education Agency. In order to receive credit for a year of experience, an employee must have worked at least 90 full days or 180 half days.

An employee will not be paid for any years of experience until the original signed service record(s) has been received and approved by the Human Resources Division. IT IS THE EMPLOYEE'S RESPONSIBILITY TO REQUEST THE SERVICE RECORD(S) FROM ALL PREVIOUS SCHOOL DISTRICTS. As soon as the service record(s) is approved, the salary is adjusted retroactive to the beginning date of employment in the current school year. CREDIT IS GIVEN FOR PRIOR EXPERIENCE DURING THE TERM OF THE WORK CALENDAR YEAR IN WHICH THE APPROVED SERVICE RECORD IS RECEIVED IN HUMAN RESOURCES.

4. Classified staff members will be awarded one year credit for each year of previous full-time job related work experience up to a maximum of fifteen years. Credit for related work experience shall be verified by the Department Director and approved by the Human Resources Division. Verification must be on the Spring ISD Verification of Previous Experience Form available in the respective departments. Verification must contain an original signature, date and stamp/seal or name of company. As soon as the verification form is approved, the salary will be adjusted retroactive to the beginning date of employment in the current school year.

We appreciate your cooperation in providing us with the needed information and required documents. Please be advised that applicant files remain active for one year and can be reactivated by completing an updated application.

As you are considering applying for a position, we feel it is important that you be aware that usage of any alcohol and/or tobacco products is prohibited on All SISD premises and that staff members in violation of these policies will be subject to appropriate disciplinary action.

Please feel free to access our web page at www.springisd.org for a list of our current vacancies. If you have any questions regarding application procedures, please contact Spring ISD Human Resources at 281-891-6040.

Respectfully,

Spring ISD
Human Resources Division

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