

Board of Trustees
Joe McFerrin
Joe Stokes
Lela Taubert
Marilyn Koelder
Clint Carthel
Shane Berry
Troy Burnett

COTTON CENTER ISD

P.O. Box 350
Cotton Center, Texas 79021

Rocky J. Stone, Superintendent
Andrew Hannon, Principal

Ph. 806 879-2160
fax 806 879-2175

www.cottoncenterisd.org

PUBLIC INFORMATION ACCESS NOTIFICATION

Periodically, the public requests information regarding district employees. The Public Information Act requires that district to release information regarding name, salary, and dates of employment, etc. to the public. (Government Code, Chapter 552)

Employees may choose to keep their addresses, phone number, Social Security number and other information that may reveal family members private.

Please indicate your response below:

Employee Information:

Name: _____
Last First Middle

I elect to close public access to my home address, telephone number, and information on family members. (Other information listed in the first paragraph must be released according to law.)

I elect to open public access to my home address, telephone number, and information on family members.

Signature: _____

Date: _____

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Criminal History Record Authorization Confidential

A copy of the law which became effective August 31, 1981, authorizing school districts to obtain criminal record history information on applicants is available upon request. The law appears in the Education code as Section 21.917.

I, the undersigned, an applicant for employment at COTTON CENTER INDEPENDENT SCHOOL DISTRICT, do hereby authorize the District to obtain any criminal history information that relates to me. This authorizing is given pursuant to Section 21.917 of the Texas Education Code.

Full Name (Print) _____
Last First Middle Maiden

Social Security # _____ Date of Birth _____

Sex: Male Female

Ethnicity: Black Hispanic White American Indian
Asian or Pacific Islander Other(specify)

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.

Signature

Date

This form will be removed from the application and filed separately in the Administration Offices.

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Direct Deposit Request

Cotton Center Independent School District requires district employees to participate in the direct deposit method for depositing employee payroll checks. The business office requires a copy of a **voided check** showing the bank name, the bank's routing number and the individual's account number.

The employee must designate if the direct deposit is to savings or checking:(please check appropriate

Checking account

Savings account

1. The employee will continue to receive a voided payroll check and stub and/or a wage and earning statement for his/her records.
2. The payroll check should be deposited the morning of each payday. The employee is responsible for checking to make sure that the check was deposited. If not, please contact the business office.

Please sign below to acknowledge that you have read and understand this document.

Employee Name (printed)

Date

Employee Signature

Business office use only:

Bank Code: _____

Account Type: _____

Account Number: _____

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Personnel Data

Name: _____ Social Security Number: _____
Last First Middle Maiden

Address: _____
Mailing Physical(if different)

City: _____ State: _____ Zip: _____

Former Name, if applicable: _____ Sex: Female Male

Home Phone Number: () _____ Cell Phone Number: () _____

Email Address Schools: _____

Email Address (if applicable) : _____

Date of Birth: _____

Ethnicity: (check one) White, Non-Hispanic Hispanic Black, Non-Hispanic
Native American Asian/Pacific Islander

Emergency Contact's Name: _____ Relationship to Employee: _____

Work Phone #: _____ Cell Phone #: _____

Employee Health Plan: _____ Primary Care Physician: _____

Phone #: _____

Preferred Hospital, in case of emergency: _____ Phone #: _____

Restrictions to Public Access to Employee Record Information: No Yes(Must complete Restriction Form)

Entered in payroll system: _____
date