

Human Resources

Auxiliary and Support Personnel Employment Information

Welcome to the Fort Worth ISD on-line job application for Auxiliary/support personnel. First time users will need to create a user id and a password in order to complete an application. Please write this information down in order to be able to go back to your application to make changes or updates. Once in the system, applications remain in our database for one year from date of application. Application databases are purged annually. ***Please take a few moments to review the instructions below before completing your application.***

1. Please apply only for positions for which you meet the minimum qualifications.
2. Only U.S. citizens or aliens legally entitled to work in the United States are eligible for employment.
3. All information requested must be completed on the application form. Incomplete applications will not be processed.
4. Almost all FWISD Auxiliary/Support positions require either a high school diploma, GED, or enrollment in a FWISD GED program.
5. If a position requires a high school diploma or GED, we must have a copy of the document. Likewise, if college hours or a college degree are required, we must have an official transcript.
6. Once hired applicants, must bring in all required documentation in order to complete the hiring process. One job-related reference, one professional reference, and a Criminal Record Check form are required (forms can be accessed below for printing and completion).
7. An official/original Social Security card must be presented at time of hiring. All documentation completed for the district must reflect the name and number on the Social Security card.

Note: Full-time FWISD employees become members of the Teacher Retirement System of Texas and retire through TRS rather than Social Security. If you are hired by FWISD, you will be expected to sign Social Security Form SSA-1945 that contains information about the effects this may have on your retirement income. If you have questions about the consequences of not paying into Social Security, you are encouraged to call the Social Security Office at 1-800-772-1213 or visit www.socialsecurity.gov.

<p><u>Full-Time Positions</u></p> <p>Custodian Trainee Secretary Clerk Teacher Assistant</p>	<p><u>Part-Time Hourly Positions</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Adult Basic Education Aide</td> <td style="width: 50%;">Avid Tutor</td> </tr> <tr> <td>After School Program Assistant</td> <td>Bilingual Tester</td> </tr> <tr> <td>Bilingual Teaching Assistant (BTAP)</td> <td>Cafeteria Monitor</td> </tr> <tr> <td>Bus Attendants (25 Hours Minimum)</td> <td>Math Tutor</td> </tr> <tr> <td>Parent Liaison</td> <td>Police Officer</td> </tr> </table>	Adult Basic Education Aide	Avid Tutor	After School Program Assistant	Bilingual Tester	Bilingual Teaching Assistant (BTAP)	Cafeteria Monitor	Bus Attendants (25 Hours Minimum)	Math Tutor	Parent Liaison	Police Officer
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<p><u>Substitute Positions</u></p> <p>Bus Driver Secretary Food Service Worker Clerk Teacher Assistant</p>	<p><u>Job Search Link</u></p> <p>(The above link will take you to the current advertised Auxiliary/Support positions for FWISD)</p>										
<p><u>Reference Forms</u></p> <p>(To be printed or downloaded)</p>	<p><u>Criminal Record Check Form</u></p> <p>(To be printed or downloaded)</p>										

FWISD has a tradition of excellence. We expect our employees to be contributing members to this tradition and we appreciate the fact that you took the time to fill out an application and desire to become a part of the FWISD family. Good luck in your endeavor.

Important Note: Under the Texas Public Information Law, all email or electronic communication received by the FWISD becomes public record and may be subject to disclosure to the public under the provisions of that statute.