

WASKOM ISD IS AN EQUAL OPPORTUNITY EMPLOYER.

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status the presence of a non-job-related medical condition or handicap, or any other legal protected status.

**Application of**

Melanie Waldon  
name

575 Oden Dr., Waskom, TX 75692  
address

WISD substitute teacher  
present position

**for**

English I teacher position  
new position

English  
indicate preference in grade/s or subject/s

7/14/16      Melanie Waldon  
date                      signature

**WASKOM INDEPENDENT SCHOOL DISTRICT**

**SCHOOL AVENUE, BOX 748  
WASKOM, TX. 75692  
(903) 687-3361**

Date of Application: 7/14/16 Social Security No. 461-77-1507

Full Name: Melanie Kyle Waldon

Present address: 575 Oden Dr., Telephone No. 903-926-5701  
Waskom, TX 75692 Zip Code. 75692

Permanent address: same Telephone No. \_\_\_\_\_  
Zip Code \_\_\_\_\_

Position for which you are applying: English I teacher

Credentials included with application:

- Resume
- All teaching and professional certificates
- All transcripts showing degrees

Date available: immediately

Former Waskom ISD Employee: yes  no \_\_\_\_\_

If yes, give dates of employment: 2015-16 (substitute teacher)

Are you aware of any reasons you would not be able to perform the duties of the position for which you are applying? yes \_\_\_\_\_ no  If yes, please explain: \_\_\_\_\_

Do you have a relative who is a member of the Waskom ISD Board of Education?

yes \_\_\_\_\_ no

If yes, please give the name of relative and relationship: \_\_\_\_\_

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to, theft, attempted theft, rape, murder, swindling, and indecency with a minor) and/or received probation or deferred adjudication? yes \_\_\_\_\_ no

If yes, please explain: \_\_\_\_\_

0030-1030-0500

Type of certification held now  
 None  
 Valid Texas  
 Valid other state \_\_\_\_\_  
 Emergency (Texas)  
 Texas one year certificate: Expiration date \_\_\_\_\_  
 Texas temporary administrative: Expiration date: \_\_\_\_\_

(application to iteach Texas is pending receipt of transcripts)

Areas of specialization

<input type="checkbox"/> Administrator	<input type="checkbox"/> All level art	<input type="checkbox"/> Vocational (specify) _____
<input type="checkbox"/> Superintendent	<input type="checkbox"/> All level health and PE	
<input type="checkbox"/> Principal	<input type="checkbox"/> All level music	<input type="checkbox"/> Nurse
<input type="checkbox"/> Mid-management admin.	<input type="checkbox"/> Librarian	<input type="checkbox"/> Visiting Teacher
<input type="checkbox"/> Elementary	<input type="checkbox"/> Counselor	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Elementary and kindergarten	<input type="checkbox"/> Special Education (specify) _____	<input type="checkbox"/> Others (specify) _____
<input type="checkbox"/> Secondary (junior/senior high)		

10605-5030-0500

List teaching experience beginning with most recent years.

Name of School and Location	Type of Assignment	Dates Taught	Reason for Leaving
Waskom ISD	substitute teacher	2015-16	n/a

Total creditable years 0 (Full time teaching in college, public school, or in an accredited private school is creditable.)

05-3-97-30-49050

Schools Attended: List all applicable information.

Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree or Certificate	Year Graduated
Waskom ISD	n/a	H.S. diploma	1995
East Texas Baptist U.	English / History	Bachelor of Arts	1999
SEASU	English	Master of Arts	2005

## References

Please list references, including especially superintendents and principals under whom you have taught, who have first hand knowledge of your character, personality, scholarship and teaching ability.

NAME	ADDRESS	PHONE	OFFICIAL POSITION
Rutledge McClanan	4819 Rosborough Springs Marshall, TX 75672	903-938-8279	retired Director of Institutional Research, ETBU
Janet Hunter	Po Box 202590 Austin, TX 78720	512-483-9207	Editorial Director, Farm Credit Bank of Texas
Karen Wiley	One Tiger Drive Marshall, TX 75670	903-923-2018	Dean of Academic Services and Institutional Research
Pat Johnson	4345 Kristin Dr. Shreveport, LA 71119	318-697-5787	retired WHS English teacher


## Verification

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand that the district is required by Texas Education Code #21.917 to obtain criminal history record information on applicants for employment.

Furthermore, this application becomes the property of the district which reserves the right to accept or reject it. This application shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period must reapply to extend or renew the application.



Signature of Applicant

7/14/16

Date

575 Oden Dr.  
Waskom, TX 75692

(903) 687-3545 home  
(903) 926-5701 mobile  
melaniekw1@yahoo.com

# Melanie Kyle Waldon

## Experience

2015-present      Waskom ISD      Waskom, TX

### **Substitute Teacher**

- Substitute teacher for various classes in the elementary and high schools
- Long-term substitute in the elementary library, Fall 2015

2009 - present      Spirit Sweetheart/Creations by Mel      Waskom, TX

### **Owner**

- Small home-based sewing and monogramming business
- Create custom-sewn clothing and accessories

2002 - 2006      East Texas Baptist University      Marshall, TX

### **Institutional Research Assistant**

- Coordinated all internal and external surveys for the Office of Institutional Planning, Assessment, and Research
- Coordinated the university's internal assessment reporting
- Compiled data to create the university's annual Fact Book
- Compiled data and coordinated reporting for external accreditation agencies

2000 - 2001      Farm Credit Bank of Texas      Austin, TX

### **Proofreader**

- Proofed all bank publications, including a company newsletter, magazine, quarterly and annual reports, news releases and advertisements
- Wrote news releases and articles for publications as needed
- Maintained files of memos and media clippings and maintained library of publications
- Created a farm credit style guide used by entire department

1996 - 1999      Waskom Review Newspaper      Waskom, TX

### **Freelance Reporter**

- Reported on various local community meetings and events
- Wrote human-interest feature stories

## Education

2002 – 2005      Stephen F. Austin State University      Nacogdoches, TX

- M.A., English

1995 – 1999      East Texas Baptist University      Marshall, TX

- B.A., English
- Graduated Summa Cum Laude
- Member of Alpha Chi, Sigma Tau Delta, and Phi Alpha Theta honor societies, and National Dean's List, 1996-99