

Director or Director of Education Application

Texas Workforce Commission Career Schools and Colleges

TWC USE ONLY

Receipt # _____

Fee Paid _____

Date Paid _____

Initialed by _____

Check One: Director Director of Education (include supplemental page with this form)

School Information:

School #: _____ Name of School: _____

Physical Address: _____
Street City State Zip

Applicant Information:

Name (Last / First / Middle): _____

Maiden Name (If applicable): _____

Home Address: _____
Street City State Zip

Date of Birth (MM/DD/YYYY): _____ Social Security Number: _____

Home/Mobile Phone Number: _____

School Email: _____

Date of Employment at this School (mm/dd/yyyy) _____

Educational History: Proof of education such as diploma, certificate, and/or transcripts **must be submitted with this form.**

	School Name City/State	Date Begun (mm/yy)	Date Ended (mm/yy)	Major/Minor	Diploma/ Degree Awarded? (Yes or No)
High School					
College					
College					
Graduate School					
Other					

Employment/Work Experience: Applicant for school director shall be a graduate of an accredited college or university with one year of experience in administration or management, or a total of 5 years of administrative/management experience and/or higher education. Director of Education must complete Supplemental Page to include *additional* qualifications.

A. Job Title _____ From _____ To _____ TOTAL _____
(mm/yy) (mm/yy) (years/months)

Employer _____ Address _____

Phone # _____ Supervisor _____

Describe your administrative/management work experience: _____

B. Job Title _____ Dates of Employment: From _____ To _____ TOTAL _____
(mm/yy) (mm/yy) (years/months)

Employer _____ Address _____

Phone # _____ Supervisor _____

Describe your administrative/management experience: _____

C. Job Title _____ Dates of Employment: From _____ To _____ TOTAL _____
(mm/yy) (mm/yy) (years/months)

Employer _____ Address _____

Phone # _____ Supervisor _____

Describe your administrative/management experience: _____

(Copy this page if additional space is needed.)

