



Employment Application

For Office Use Only	Date Received _____	Interview Schedule _____
Position for which applying	EC _____	LS _____ PS _____ MS _____
Grade level _____	Subject Area _____	
Administrative _____	Other _____	

Personal Information

Name _____ Social Security No. _____

Address _____

Years at current address _____ Driver License _____ State _____

Home Phone _____ Mobile Phone _____

Email address _____ Best time to contact _____

Religious Affiliation _____

Are you legally eligible to work in this country? yes _____ no _____

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form 1-9 as required by the Immigration Reform and Control Act.

List all countries and states where you have lived in the past ten years

Credentials included with application (check all) Resume _____

Teaching and professional certificates _____ Transcripts showing degrees _____

What position are you applying for? _____

What interests you about the position for which you are currently applying? _____

What has prepared you for the position for which you are currently applying? _____

Employment History

Complete with current or most recent employer.

Start date _____ End date _____

Company name _____ Address _____
 Supervisor name _____ Phone number _____
 Position _____ Reason for leaving _____
 May we contact your present employer about this application? yes _____ no _____
 If not, when may we contact them? _____

Complete with prior employers for the past 10 years.

Previous Employer

Start date _____ End date _____
 Company name _____ Address _____
 Supervisor name _____ Phone number _____
 Position _____ Reason for leaving _____

Previous Employer

Start date _____ End date _____
 Company name _____ Address _____
 Supervisor name _____ Phone number _____
 Position _____ Reason for leaving _____

Previous Employer

Start date _____ End date _____
 Company name _____ Address _____
 Supervisor name _____ Phone number _____
 Position _____ Reason for leaving _____

Volunteer History

Organization	Duties	Dates	Contact	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Educational History

High School

Name _____ Address _____
 Graduate? _____ Year _____
 Program _____ Degree/Certificate _____

College or University

Name _____ Address _____
Graduate? _____ Year _____
Program _____ Degree/Certificate _____

Graduate School

Name _____ Address _____
Graduate? _____ Year _____
Program _____ Degree/Certificate _____

Other

Name _____ Address _____
Graduate? _____ Year _____
Program _____ Degree/Certificate _____

General Information

List academic honors, special awards, or positions attained in high school, college, university, or professionally which you believe are pertinent to the position for which you are applying.

List professional, civic, service organizations, etc. in which you hold membership whose purposes and/or activities in your opinion relate to or support the position for which you are applying.

Check or denote the areas in which you have interests, skills, training, experience, etc. that you believe are of value to the position and/or which might be of value in activities inherent or related to the position in the school.

Typing _____ Bulletin Boards _____ Art _____
Music _____ UIL Literary Contests _____ Athletic Coaching _____
Speech _____ Drama _____ Crafts _____
Sponsorship _____ Foreign Language _____ What language? _____
Outdoor Education _____ Other _____

If presently employed, why do you wish to change? _____

Has your contract been renewed for another year? yes _____ no _____

If no, please explain _____

Have you ever been asked to resign or been discharged from any position, teaching or otherwise?
yes _____ no _____ If yes, specify
Where _____ When _____ Why _____

Have you ever received probation or deferred adjudication? yes _____ no _____
If yes, please explain _____

Note: Conviction of a felony is not an automatic bar to employment. The School will consider the nature, date and relationship between the offense and the position for which you are applying.

Have you ever been convicted of or pled guilty to or no contest to a crime other than a minor traffic violation? yes _____ no _____
If yes, please explain _____

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?
yes _____ no _____ If yes, please explain _____

Do you have a relative who is a member of the Board of Directors of Holy Spirit Episcopal School?
yes _____ no _____ If yes, provide details
Name _____ Relationship _____

Certification

Type of Certificate

None _____ Valid other state _____
Valid Texas _____ Texas one-year cert. _____ Expires _____

Areas of Specialization

Administrator _____ Special Education _____
Early Childhood _____ Nurse _____
Lower School _____ Speech Therapist _____
Endorsement _____ Educational Diagnostician _____
Librarian _____ Vocational _____
Counselor _____ Technology _____
Other _____ Explain _____

Teaching Experience

Dates	Name of School	Position/Grade/Subj	Principal	Contact Info
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total years of teaching experience _____

Professional References

List three academic references who are not related to you that we may contact in connection with your application for employment. These should be persons qualified to provide information to show your fitness for the position you seek. Please include superintendents and principals under whom you have taught.

1. Reference

Name	_____	Occupation	_____
Email	_____	Phone	_____
Relationship	_____	Years acquainted	_____

2. Reference

Name	_____	Occupation	_____
Email	_____	Phone	_____
Relationship	_____	Years acquainted	_____

3. Reference

Name	_____	Occupation	_____
Email	_____	Phone	_____
Relationship	_____	Years acquainted	_____

4. Reference

Name	_____	Occupation	_____
Email	_____	Phone	_____
Relationship	_____	Years acquainted	_____

Code of Conduct for the Protection of Children and Youth

Read and initial each item to acknowledge your agreement to comply with the statement.

_____ I agree to do my best to prevent abuse and neglect among children and youth involved in school and church activities and services.

_____ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

_____ I agree to comply with the policies for general conduct with children and youth defined in the *Policies for the Protection of Children and Youth from Abuse*.

_____ I agree to comply with the Guidelines for Appropriate Affection with Children and Youth.

_____ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations as outlined in this policy.

_____ I acknowledge my obligation and responsibility to protect children and youth and agree to immediately report known or suspected abuse of children or youth to appropriate school and church leaders and state authorities in accordance with the *Policies for the Protection of Children and Youth from Abuse*.

_____ I understand that the school and church will not tolerate abuse of children and youth and I agree to comply in spirit and in action with its policies.

_____ I understand that certification in *Safeguarding God's Children* is a multi-step process that MUST be completed within 90 of employment with Holy Spirit Episcopal School. The process includes completion of an employment application, an interview, reference checks, a background check and a training session.

_____ I do not now, nor will I use, distribute or participate in the advancement of pornography.

Signature _____ Date _____

Applicant’s Acknowledgment, Release and Signature

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this amplification, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize the Episcopal Diocese of Texas and Holy Spirit Episcopal School to request and receive such information.

I also understand that my employment or volunteering may be terminated, or any offer of acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of Holy Spirit Episcopal School, the Episcopal Diocese of Texas, or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or does create a contract between myself and The Episcopal Diocese of Texas or Holy Spirit Episcopal School for either employment, volunteering or any other benefit.

I have read and the understand the above provisions.

Signature _____ Date _____

Holy Spirit Episcopal School is an equal opportunity employer and in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.