



## **EMPLOYMENT APPLICATION**

**Instructions: Please complete all of the questions accurately.**

Today's Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Driver License no: \_\_\_\_\_ State: \_\_\_\_\_

Best Time to Contact You: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally eligible to work in this country?    \_\_\_Yes    \_\_\_No

Please list all the counties and states where you have lived in the past ten years:

\_\_\_\_\_

What interests you about the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What has prepared you for the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **VOLUNTEER EXPERIENCE**

Organization:

Duties:

Contact Person:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **REFERENCES**

**Professional references only please. Do not include family or friends**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years Known: \_\_\_\_\_



**T.E.A. CERTIFICATES**

Names of Teaching Certificates Held	State	Date of Expiration	Subject/Grades Covered by Certificates

**Attach your complete college or university transcripts, including grades and confirmation of degrees.**

Have you taken the TECAT or Excet?  Yes  No

If not, when you will be taking the Excet? \_\_\_\_\_

Note: If you do not hold a valid Texas Teaching Certificate, contact the Texas Education Agency, Austin, Texas for certification information. Attach a copy of your certificate.

**TEACHING EXPERIENCE**

From Month-Year	To Month-Year	Name, Address & Phone of Schools	Name of Superintendent	Subject or Grade



**MISCELLANEOUS INFORMATION**

If selected, do you agree to remain the full school year, sickness alone preventing, unless excused after giving at least 30 days written notice for release?      Yes   No

Have you ever failed reselection or been discharged from a teaching/administration position?  
Yes   No

When can you begin to work? \_\_\_\_\_

When can you be available for a personal interview? \_\_\_\_\_  
\_\_\_\_\_.

---

Have you ever been convicted of or plead guilty or no contest to a crime other than a minor traffic violation?      Yes   No

Have you ever been accused of physically, sexually, or emotionally abusing a child or an adult?  
Yes   NO

If you answered yes to either of these questions, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



I hereby certify that the above information is true, accurate, and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Any falsifications of this record will be sufficient cause for disqualification.

"I have applied for employment with St. Philip's Episcopal School. I hereby give St. Philip's Permission to make inquiries of references and former employers concerning my general character and past performance. I authorize the party receiving this form to give full and complete information as may be requested and will not become a part of my personnel file if St. Philip's employs me. I also agree that the information will not be disclosed to me but will be treated as confidential by St. Philip's and I waive any rights to see this information.

This application will remain on file for one (1) year. It must be renewed by the applicant if further consideration is desired. You will receive no further reply unless favorable consideration is given to your application.

Applicants are considered for all positions without regard to race, color, or religion.

St. Philip's Episcopal School is an equal opportunity employer.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_