



St. Paul's Episcopal School

APPLICATION FOR PROFESSIONAL EMPLOYMENT

PLEASE PRINT

Personal Information

First Name		Middle Name		Last Name	
Nickname		Application Date		Available Date	
Street Address					
City, State				Zip	Country
Day Phone		Evening Phone		Cell/Pager	
E-mail Address				Fax	

Position for which you are applying

List position(s) for which you are applying:	
For a teaching position, indicate grades in order of your preference:	

Teaching Experience

List grade levels you have taught:			
Certificates: (Check all that Apply):	<input type="radio"/> All-Level <input type="radio"/> Elementary <input type="radio"/> Secondary <input type="radio"/> Early Childhood <input type="radio"/> Preschool	<input type="radio"/> Psychologist <input type="radio"/> Counselor <input type="radio"/> Librarian <input type="radio"/> Speech Therapist <input type="radio"/> Special Education	<input type="radio"/> Mid-Management/Admin. <input type="radio"/> Temporary Mid Mgt. Gifted & Talented <input type="radio"/> Endorsement _____ <input type="radio"/> Other _____

Teaching Assignments: (Begin with most recent)

Dates	School/Supervisor	Location	Full/Part Time	Years	Grades/Subject	Reason for Leaving	Eligible for Rehire?

Papers/Articles Published:	
Seminars/Workshops Conducted:	
Other related Professional Experience:	

St. Paul's Episcopal School

APPLICATION FOR PROFESSIONAL EMPLOYMENT

Other Work Experience: (Please provide a complete list of all other jobs held in the past 10 years, beginning with most recent. Attach additional sheets if necessary).

Dates	Position/Supervisor	Employer	Address or email and Phone Number	Reason for Leaving	Eligible for Rehire?

Educational Background

Highest Education Attained: ☐ PhD/EdD ☐ Masters ☐ Bachelors ☐ Two-Year Degree ☐ Some College Coursework ☐ High School Diploma

Schools Attended

Dates	School	City/State	Degree	GPA	Major	Minor

References

Please include all managers and supervisors of your last two employers.

Name	School/Firm	Address/City/State	Position/Title	(Area Code) Phone

Employment Questions

Are you under contract with any school/district for the next school year?	YES NO
Have you ever been involuntarily terminated, non-renewed, suspended or asked to resign from the employment of another school, school district, or employer?	YES NO
Are you a relative of any current employee or member of the St. Paul's Episcopal School Board of Trustees?	YES NO
Have you ever had a complaint or report made against you with the State Board of Educator Certification or any other similar organization in another district or state?	YES NO
May we contact your present employer for a recommendation?	YES NO
Have you been convicted or pled guilty or no contest (nolo contendere) to a felony or any offense involving moral turpitude? (Including, but not limited to: theft, rape, murder, swindling, and indecency with a minor): If yes, please attach explanation. (Note: Conviction of a crime is not necessarily a bar from employment. The School will consider all circumstances of the crime and the relationship between the offense and the position for which you are applying.)	YES NO

St. Paul's Episcopal School

APPLICATION FOR PROFESSIONAL EMPLOYMENT

Educational Philosophy (Required for Teaching/Admin Positions Only)

Please provide your philosophy of education, including areas such as reasons for wanting to teach, classroom management, methodology, individual difference and any unique thought(s) or experience that you may wish to share about teaching. For your convenience, you may attach an additional sheet; however, your essay should not exceed one page. At the bottom of the attachment, please print and sign your name.

Acknowledgement, Authorization, Release, and Signature

I hereby certify that all information given in this application is true and correct, and I understand that misstatements of fact may result in my disqualification from employment, and may also be considered for dismissal from the service of St. Paul's Episcopal Day School. Furthermore, if employed, I agree to accept the assignment to the position as made by the Administration. I hereby authorize any person or organization, whether or not identified in this application, 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. I also authorize the Episcopal Diocese of Texas and St. Paul's Episcopal Day School to request and receive such information. I release all such parties from liability for any damage that may result from furnishing such information.

If hired or chosen, I agree to be bound by the Diocese of Texas' policies and procedures, including but not limited to its *Diocesan Policies for the Protection of Children and Youth from Abuse* and its *Code of Conduct for the Protection of Children and Youth* and such other policies as may be required by St. Paul's Episcopal School.

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

Nothing contained in this application or in any pre-employment communication is intended to or does create a contract between myself and The Episcopal Diocese of Texas of St. Paul's Episcopal Day School for either employment or any other benefit. to conduct work history, personal reference, and police record inquiries to determine my acceptability for employment. This application becomes the property of St. Paul's Episcopal Day School. St. Paul's School reserves the right to accept or reject it.

Print Name (to serve as
electronic signature)

Signature of Applicant

Date

Application Information

Applications for employment are sent to those who request them. The issuance of such forms does not imply that there are vacancies or that the candidate is under consideration. The application becomes the property of St. Paul's Episcopal Day School. Submission of an application authorizes St. Paul's Episcopal Day School to obtain criminal history record relevant to the application form from any pertinent source in accordance with the provisions of the Texas Education Code, Section 22.083 and authorizes any law enforcement agency to furnish the district any such record, including but not limited to any police department or the Department of Public Safety as well as the Texas Department of Corrections.

PLEASE SUBMIT:

1. Professional Employment application form.
2. Photocopy of a valid teacher certificate, showing both sides if applicable. If you do not have your certificate, send a letter from the college verifying the date the college recommended or will recommend you for certification with the areas of specialization listed.
3. Photocopy of your transcript showing degree date.
4. Recent graduates should send copy of their placement files.
5. If applicable, copy of your service record.

After necessary credentials have been submitted, your file will be individually reviewed for completeness. When all items listed above have been provided, the file will be considered for employment. Applicants will be notified if they have been selected for interview purposes. Not all applicants will be interviewed.