



SAINT PAUL'S
EPISCOPAL SCHOOL

APPLICATION FOR EMPLOYMENT

The Mission of St. Paul's Episcopal School is to grow children spiritually, intellectually, socially, and physically by equipping them with the Gospel, a love of learning, a creative mind, and a giving spirit.

Directions: Please complete this application form and return it to the address at the end of the form along with
1. A current resume;
2. Transcripts of college credits showing degrees earned; and
3. A copy of teaching certificates held (if applicable).

PERSONAL DATA

Applicant Name _____ Date _____

Phone _____ Email Address _____

Current Address _____

City _____ Zip _____ How long have you lived there? _____

Previous Address _____

City, State _____ Zip _____ How long did you live there? _____

EMPLOYMENT INTERESTS

Position(s) Desired _____ Date available: _____

Type of work desired: Full Time Part Time Interested in working in the Aftercare Program: Yes No

Do you attend St. Paul's Episcopal Church? Yes No How were you referred to St. Paul's? _____

Do you have children that will attend St. Paul's Episcopal School? Yes No

EMPLOYMENT HISTORY

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references.

Employer 1		Work Performed
Telephone Number(s)		
Address		
Job Title	Dates Employed From (M/Yr)	Reason For Leaving
Supervisor Name, Title, & Phone Number	To (M/Yr)	

Employer 2		Work Performed
Telephone Number(s)		
Address		
Job Title	Dates Employed From (M/Yr)	Reason For Leaving
Supervisor Name, Title, & Phone Number	To (M/Yr)	

Employer 3		Work Performed
Telephone Number(s)		
Address		
Job Title	Dates Employed From (M/Yr)	Reason For Leaving
Supervisor Name, Title, & Phone Number	To (M/Yr)	

Employer 4		Work Performed
Telephone Number(s)		
Address		
Job Title	Dates Employed From (M/Yr)	Reason For Leaving
Supervisor Name, Title, & Phone Number	To (M/Yr)	

BACKGROUND INFORMATION

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment. _____

Maiden Name (if applicable) and/or other name(s) under which you have been previously employed or attended school. _____

If hired, can you provide proof of identity and legal authorization to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Have you ever been terminated or asked to resign? If yes, please explain. Yes No

May we contact your current employer? Yes No

If no, please explain: _____

Do you have any friends or relatives working here? Yes No

If yes, Name(s) and Relationship: _____

Have you ever plead guilty, or no contest to, or been convicted of any misdemeanor or felony, excluding minor traffic citations? Yes No

If yes, please give the date(s) and details: _____

Are you currently out on bail or on your own recognizance pending trial for any crime, felony or misdemeanor?

Yes No

If yes, please give the date(s) and details: _____

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, explain: _____

EDUCATION & TRAINING

Name & Address of School	Years Completed <i>(please circle)</i>	Describe Course of Study or Major	Degree/Diploma
High School	9 10 11 12		
College/University	1 2 3 4		
College/University	1 2 3 4		
Graduate/Professional	1 2 3 4		
Trade or Correspondence	1 2 3 4		

Honors or Awards Received: _____

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying and the dates they were obtained:

Are you taking any educational or training courses presently?

Yes No

If yes, what courses and where? _____

In the space below, provide any additional information you feel will assist us in evaluating your qualifications for employment, including community affiliations, memberships, or special skills.

REFERENCES

List three individuals who are qualified to evaluate your capabilities. Do not include relatives or family members.

Name	Address	Phone	Occupation/Position	Relation to You
1				
2				
3				

APPLICANT'S STATEMENT

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am offered employment, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand that a background check will be performed and that employment is conditional upon a favorable background check.

I understand that should I be offered employment, a condition will be providing copies of information such as social security card, driver's license, birth certificate, etc.

I understand that the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand also that if employed, I am required to abide by all rules and regulations of the employer.

Signature _____

Date _____

Please return this application and other documents requested to:

Keri Lambert, Director, Saint Paul's Episcopal School

email: keri.lambert@spesprosper.org

mail: Saint Paul's Episcopal School

420 South Coit Road

Prosper, TX 75078