

# Application for Employment

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| **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). | | |
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| **Name of Applicant**: |  | |
| **Current Address**: | **Mailing Address** (if different): | |
| **Telephone Number**: |  | |
| **Cell Phone Number**: | **Social Security Number**: |
| **E-mail Address**: | **State & Driver’s License Number**: |

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| **Position Applying For**: | | Full-time  Part-time |
| **Current Employer**: | **May we contact current employer?**  Yes  No | | |
| **Address of Current Employer**: | **Telephone Number**:  **Name of Supervisor**:  **Employment Dates:** | | |
| **Main Responsibilities**: | | |
| **Reason for Leaving**: | | |

**References**

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| **Name**: | **Name**: |
| **Relationship to Applicant**: | **Relationship to Applicant**: |
| **Phone Number**: | **Phone Number**: |
| **E-mail Address**: | **E-mail Address**: |

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| --- | --- |
| **Name**: | **Name**: |
| **Relationship to Applicant**: | **Relationship to Applicant**: |
| **Phone Number**: | **Phone Number**: |
| **E-mail Address**: | **E-mail Address**: |

**EHS Mission Statement (**[**http://www.ehshouston.org/mission**](http://www.ehshouston.org/mission) **) and Personal Statement**

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| Have you read the Episcopal High School mission statement?  Yes  No |
| Have you ever been employed by a school with a similar mission statement?  Yes  No |
| Briefly discuss your ability to support this mission statement. Note any specific area about which you feel uncomfortable. |
| Please state your reason(s) for seeking a position on the professional staff of Episcopal High School. |
| Briefly state your professional career plans for the next five years. |
| Briefly discuss any special hobbies, talents, abilities (particularly with regard to coaching possibilities), and interests. |

**Release and Authorization**

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| I hereby authorize any employer, law enforcement agency, state agency, institution or private information bureau that has any record or knowledge of my worker’s compensation claims, motor vehicle operation history, or criminal history, to provide Episcopal High School or its agent, any such information. This authorization includes, but is not limited to, birth, court, criminal, driving, educational, financial, immigration, legal, medical, military, and naturalization records. This authorization shall be valid one year from the date signed and a photographic copy of the authorization shall be as valid as the original. Permission is granted for information to be released by any state agency including, but not limited to, the Texas Industrial Accident Board. | |
| **Signature:** | **Date**: |

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| I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge. I understand that, if I am hired, any falsified information may be considered sufficient cause for dismissal. Furthermore, this application becomes the property of Episcopal High School, which reserves the right to accept or reject it. | |
| **Signature:** | **Date**: |

**Please return this application and other documents requested to:**

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| Head of School  Episcopal High School  4650 Bissonnet  Bellaire, Texas 77401 | Episcopal High School seeks to attract qualified individuals of diverse backgrounds to its faculty, staff, and student body. The School does not discriminate in admission, educational programs, or employment against any individual on the basis of sex, race, national/ethnic origin, religion, or age. |