

EMPLOYMENT HISTORY

Please complete for your current or most recent employer.

Dates of employment (Start with most recent)	Company name and address (City, State, Zip)	Immediate supervisor name and phone number	Position held	Reason for leaving position
Started ____/____/____ Ended ____/____/____				

May your present employer be contacted regarding this application? ____Yes ____Prefer Not

If not, when may we contact him or her? _____

Please complete for your prior employers, covering the past ten years.

Dates of employment (Start with most recent)	Company name and address (City, State, Zip)	Immediate supervisor name and phone number	Position held	Reason for leaving position
Started ____/____/____ Ended ____/____/____				
Started ____/____/____ Ended ____/____/____				
Started ____/____/____ Ended ____/____/____				

VOLUNTEER EXPERIENCE

Organization	Duties	Dates	Contact	Phone

EDUCATIONAL HISTORY

Name of School	Address (City, State, Zip)	Did you Graduate?	Year Graduated	Name of Program, Degree or Certificate earned
High School:				
Colleges or Universities:				
Graduate:				
Other:				

GENERAL INFORMATION

List academic honors, special awards or honors 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 below those areas in which you have an interest(s), skill(s), training, experience(s), etc. that you believe are of value to you in your requested position and/or which might be of value in activities inherent or related to your requested position in the school.

Typing _____	Bulletin Boards _____	Art _____
Music _____	UIL Literary Contests _____	Athletic Coaching _____
Speech _____	Drama _____	Crafts _____
Sponsorship _____	Foreign Language (which language?) _____	
Outdoor Education (Backpacking, Canoeing, etc.) _____ 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: Where? _____ When? _____ Why? _____

Have you ever received probation or deferred adjudication? _____ Yes _____ No

If yes, please explain: _____

(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.)

Why do you wish to be involved in ministry to children or youth? _____

What other children/youth activities or organizations are you or have you been involved with? _____

Have you ever been convicted of or pled guilty to or no contest to a crime, including driving violations? If yes, please explain.

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? ____

If yes, please explain. _____

Do you have a relative who is a member of the Board of Directors of Holy Spirit Episcopal School?

If yes, please give the following information: ____Yes ____No

Name of Relative

Relationship

CERTIFICATION

Type of certificate held now:

- ____ None
- ____ Valid Texas
- ____ Valid Other State _____
- ____ Texas One-Year Certificate, which expires _____

Areas of Specialization

- ____ Administrator
- ____ Child Enrichment Center
- ____ Lower School
- ____ Endorsement
- ____ Early Childhood
- ____ Librarian
- ____ Counselor
- ____ Special Education
- ____ Nurse
- ____ Speech Therapist
- ____ Educational Diagnostician
- ____ Vocational
- ____ Technology
- ____ Other _____

TEACHING EXPERIENCE

Name and Address of School (List in chronological order)	From - To	Position Held Grade & Subject Taught	Name & Address of Principal or Superintendent

Total years teaching experience _____

REFERENCES

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

Reference Name	Address (City, State, Zip)	Telephone	How long have you known this person?	Relationship to You

HOLY SPIRIT EPISCOPAL SCHOOL
CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

Read and initial each item to signify 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 days of my 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

PERSONAL STATEMENT

Please make a statement in your own handwriting concerning your reasons for desiring a position with Holy Spirit Episcopal School—you may continue on the back.

Place

Photo

Here

(Optional)

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 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 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 understand the above provisions.

Date: _____ Signed: _____

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.