

# St. Alban's Episcopal Day School, Inc.

1417 E. Austin, Harlingen, TX 78550

956/428-2326 Fax 956/428-8457

www.MindsSharpenedDaily.com

St. Alban's Episcopal Day School, Inc. considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legal protected status.

## Application for Employment

Date \_\_\_\_\_

Please label all positions you are interested in numerical order: (#1 being the 1<sup>st</sup> position desired)

\_\_\_\_\_ Preschool Teacher (Toddlers, 2, 3 & 4 year olds) certification preferred but not required

\_\_\_\_\_ Kindergarten Teacher (5 year olds) must be degreed and certified

\_\_\_\_\_ Elementary Teacher (Grades 1-6) must be degreed and certified

\_\_\_\_\_ Teacher's Aide: Grade preferred \_\_\_\_\_

\_\_\_\_\_ Special Subject: Name of Subject: \_\_\_\_\_

\_\_\_\_\_ Substitute: Grade Levels \_\_\_\_\_

\_\_\_\_\_ Before/After School Care (must accumulate 15 hours of workshops annually)

Date available to start? \_\_\_\_\_

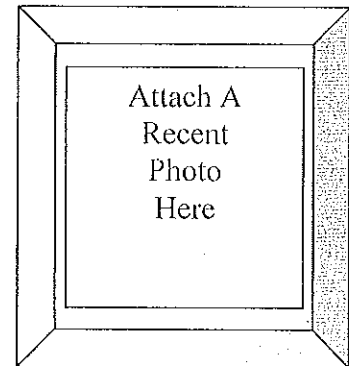
Applicant's Name

\_\_\_\_\_

First

Middle

Last



Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_

This application will expire 1 year from the date it was received. Date Rec'd \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

Place of Birth \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ If yes, when? \_\_\_\_\_ to \_\_\_\_\_

If anyone you know recommended you to us, please tell us who? \_\_\_\_\_

List any certificates held and where awarded \_\_\_\_\_

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

Do you have a hobby that is relevant to this job? \_\_\_\_\_

\_\_\_\_\_

Do you know any foreign languages? \_\_\_\_\_ List \_\_\_\_\_

List any membership in professional or civic organizations: \_\_\_\_\_

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

List any academic or civic awards you have received \_\_\_\_\_

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

List any special experience, training or interests not previously mentioned \_\_\_\_\_

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

Other information relevant to this job? \_\_\_\_\_

\_\_\_\_\_

**EDUCATION HISTORY**

High School Education

Name of High School \_\_\_\_\_

City/State \_\_\_\_\_ Year Graduated \_\_\_\_\_

or GED Certification (year) \_\_\_\_\_

**LIST SCHOOLS ATTENDED BEYOND HIGH SCHOOL**

**School:** \_\_\_\_\_ **Dates Attended:** \_\_\_\_\_  
Name of College, University, or Trade School from to

**Location:** \_\_\_\_\_ **Degree Earned:** \_\_\_\_\_  
City State AA/BA/MA etc. /incomplete

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Dates Attended:** \_\_\_\_\_  
Name of College, University, or Trade School from to

**Location:** \_\_\_\_\_ **Degree Earned:** \_\_\_\_\_  
City State AA/BA/MA etc. /incomplete

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Dates Attended:** \_\_\_\_\_  
Name of College, University, or Trade School from to

**Location:** \_\_\_\_\_ **Degree Earned:** \_\_\_\_\_  
City State AA/BA/MA etc. /incomplete

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

## References

Give five references, including supervisors, you have worked for.

Name & Position \_\_\_\_\_ Phone # \_\_\_\_\_

Name & Position \_\_\_\_\_ Phone # \_\_\_\_\_

Name & Position \_\_\_\_\_ Phone # \_\_\_\_\_

Name & Position \_\_\_\_\_ Phone # \_\_\_\_\_

Name & Position \_\_\_\_\_ Phone # \_\_\_\_\_

### Person to contact in case of emergency:

Name & Relationship

\_\_\_\_\_ Phone \_\_\_\_\_

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein, and the references listed above, to give you any and all information concerning my previous employment and all pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYMENT HISTORY: LIST ALL JOBS HELD IN THE LAST 7 YEARS**

Most Recent: Can this employer be contacted: \_\_\_\_\_ Yes \_\_\_\_\_ No

Company Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Employment date (Month & Year)

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

2nd Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Employment date (Month & Year)

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

3rd Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Employment date (Month & Year)

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

4th Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Employment date (Month & Year)

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**APPLICANT CONSENT**

I understand and agree that St. Alban's Episcopal Day School will verify all or part of the information I have given. I understand that this verification will include an inquiry into my credit history, motor vehicle driving record, criminal and civil records, education, prior employment as well as other public record information. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Five (5) of the following "Reference Check" forms will be required for each applicant.

**St. Alban's Episcopal Day School, Inc.**  
REFERENCE CHECK

*Five separate references required*

Applicant's Name \_\_\_\_\_

Position Applying For: \_\_\_\_\_

**Authorization Statement**

The individual named above has applied for employment with St. Alban's Episcopal Day School, Inc. The individual has authorized St. Alban's Day School to collect any information orally or in writing about their qualifications and past performance.

**PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW**

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	UNKNOWN
General appearance, appropriate dress, grooming				
Exercises professional judgment in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgment				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

**FOR TEACHER POSITIONS ONLY:**

**PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW**

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	UNKNOWN
Handles discipline matters in a fair and consistent manner				
Communicates student's successes and failures to parents				
Uses a variety of instructional methods				
Works well as part of an instructional team				

ADDITIONAL COMMENTS: \_\_\_\_\_

Do you recommend for employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

RELATIONSHIP TO APPLICANT:  
(Check items which apply)

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

Official Position \_\_\_\_\_

- Worked under my supervision \_\_\_\_\_
- Co-worker \_\_\_\_\_
- Student \_\_\_\_\_
- Other \_\_\_\_\_

School District, Firm or Organization \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

**EVALUATOR: THANK YOU FOR YOUR COOPERATION, PLEASE MAIL, DROP-OFF, OR FAX TO:  
St. Alban's Episcopal Day School, Inc., 1417 E. Austin, Harlingen, TX 78550,  
Fax # (956) 428-8457.**