

# TRINITY EPISCOPAL SCHOOL

## APPLICATION FOR PROFESSIONAL EMPLOYMENT



### PLEASE READ BEFORE COMPLETING THIS APPLICATION

Trinity Episcopal School is an equal-opportunity employer. All employment decisions are made without regard to race, color, creed, religion, age, gender, sexual orientation, national origin, disability, military or veteran's status, those with limited English proficiency, or genetic information. Trinity's policy of equal employment practices extends to advertising, recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, demotion, layoff, termination, rates of pay, and all other forms of selection, training, and compensation. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

*Trinity Episcopal School instills the highest academic standards within a caring Christian community. We emphasize the total development of each child: spiritual, moral, intellectual, social, emotional, and physical. We believe education is a shared responsibility of the student, family, school, and community. Our success in this mission will build lifelong, confident learners who have the tools necessary for success in a changing world.*

### PERSONAL DATA

NAME \_\_\_\_\_ DATE: \_\_\_\_\_  
*Last First Middle*

ADDRESS \_\_\_\_\_  
*Street City State Zip Code*

SOCIAL SECURITY # \_\_\_\_\_ Available Date \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Email Address \_\_\_\_\_ Best time to contact you \_\_\_\_\_

Are you 18 years of age, or over? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in the U.S.A.? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If you are hired, you will be required to produce documents of your eligibility in compliance with Federal Form I-9)

Other names used in prior employment: \_\_\_\_\_

### GENERAL INFORMATION

Position(s) Applied For: \_\_\_\_\_

Have you previously applied for employment with our school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, when? \_\_\_\_\_ Type of position for which you applied \_\_\_\_\_

How were you referred to our school?

\_\_\_\_\_ Employee \_\_\_\_\_ Advertisement \_\_\_\_\_ School \_\_\_\_\_ Agency \_\_\_\_\_ Other

Name of referral source indicated above \_\_\_\_\_

**CONVICTIONS:** A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so that a fair decision can be made.

Have you (Applicant) ever:

Yes \_\_\_ No \_\_\_ Been the subject of an investigation (including abuse or sexual misconduct) by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?

Yes \_\_\_ No \_\_\_ Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of any type (including abuse or sexual misconduct) were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?

Yes \_\_\_ No \_\_\_ Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

Yes \_\_\_ No \_\_\_ Have plead guilty to, or been convicted of a criminal offense?

If yes to any of the questions above, please provide dates and circumstances

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Would you agree to a pre-employment and/or post-employment drug screening by a physician, clinic or other health care provider selected by the school? \_\_\_\_\_ Yes \_\_\_\_\_ No

### EMPLOYMENT QUESTIONS

1. Are you currently under contract with any school/district for the next school year? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. 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
3. Have you ever resigned after receiving notice of proposed contract non-renewal or termination? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Are you a relative of any current employee or a member of the Trinity Episcopal School Board of Trustees? \_\_\_\_\_ Yes \_\_\_\_\_ No

### REFERENCES

*It is the policy of Trinity Episcopal School to secure reference/background checks of an applicant.*

List three business/professional references who are not related to you and who were (are) not your direct supervisor.

<u>Name</u>	<u>Address</u>	<u>City/State</u>	<u>Zip Code</u>	<u>Phone</u>	<u>Known how long?</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____

List three personal references that are not related to you.

	<u>Name</u>	<u>Address</u>	<u>City/State</u>	<u>Zip Code</u>	<u>Phone</u>	<u>Known how long?</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____

**EMPLOYMENT HISTORY**  
(Beginning with Current or Most Recent Employer)

**Employer Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

*Street*                      *City/State*                      *Zip Code*

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Salary (monthly) start \_\_\_\_\_ finish \_\_\_\_\_

Your Position/Title \_\_\_\_\_ Name/Title of Supervisor: \_\_\_\_\_

Describe job duties, responsibilities and accomplishments:

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for terminating or considering a change: \_\_\_\_\_

May we contact this employer while we are considering your application? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Employer Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

*Street*                      *City/State*                      *Zip Code*

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Salary (monthly) start \_\_\_\_\_ finish \_\_\_\_\_

Your Position/Title \_\_\_\_\_ Name/Title of Supervisor: \_\_\_\_\_

Describe job duties, responsibilities and accomplishments:

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for terminating or considering a change: \_\_\_\_\_

May we contact this employer while we are considering your application? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Employer Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

*Street*

*City/State*

*Zip Code*

Dates of Employment: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Salary (monthly) start \_\_\_\_\_ finish \_\_\_\_\_

Your Position/Title \_\_\_\_\_ Name/Title of Supervisor: \_\_\_\_\_

Describe job duties, responsibilities and accomplishments:

Reason(s) for terminating or considering a change: \_\_\_\_\_

May we contact this employer while we are considering your application? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **EDUCATIONAL BACKGROUND**

Name

City

Date Attended

Degree Attained

High School \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

Graduate School \_\_\_\_\_

Other \_\_\_\_\_

Are you presently in school? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give expected completion date \_\_\_\_\_

### **RELATED SKILLS AND EXPERIENCE**

List your skills, training and/or professional acknowledgments that are specific to this position:

Sports Coached \_\_\_\_\_

Activities Sponsored \_\_\_\_\_

Computer/Electronic Literacy (list proficiency level of none, novice, intermediate, advanced, or expert)

\_\_\_\_\_ Microsoft Word \_\_\_\_\_ Microsoft Excel \_\_\_\_\_ Databases

\_\_\_\_\_ Microsoft Outlook \_\_\_\_\_ Electronic Calendars \_\_\_\_\_ Microsoft PowerPoint

\_\_\_\_\_ Projector/Video Eqpt \_\_\_\_\_ Copier \_\_\_\_\_ Internet

Community Service \_\_\_\_\_

Currently certified in First Aid? \_\_\_\_\_ Yes \_\_\_\_\_ No    Currently certified in CPR? \_\_\_\_\_ Yes \_\_\_\_\_ No

Other experience and skills

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGMENT, 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 for the service of Trinity Episcopal 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 Trinity Episcopal 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 chose, 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 Trinity 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 Trinity Episcopal School, the Episcopal Diocese of Texas, or myself.

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

Mail or drop off the completed application, together with attachments and writing sample to:

Dr. Kristy Nelson  
Head of School  
1504 North Moody  
Victoria, Texas 77901

Or send by email to: [careers@tesvictoria.org](mailto:careers@tesvictoria.org) Subject line should indicate position sought.  
No phone calls, please.

**WRITING SAMPLE**

**Name:** \_\_\_\_\_

Please tell us why this position is appealing to you, as well as why you feel you are a good fit for this position.