



## ST. JOHN'S EPISCOPAL SCHOOL APPLICATION FOR EMPLOYMENT

(WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)

### APPLICANT'S STATEMENT

I understand that the School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

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 that this employment application and any other School documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the President may do so in writing. If I am hired under a contract, the contract will control the terms of my employment.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE SCHOOL MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH THE SCHOOL. I AUTHORIZE THE SCHOOL TO OBTAIN THIS REPORT.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS  
IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

**PERSONAL DATA**

|   |  |   |
|---|--|---|
| Last Name   | First Name   | Middle Name   |
| Present Address<br>Street and Number<br>City, State, Zip  | How long have you lived there:<br>Years _____ Months _____ |   |
| Previous Address<br>Street and Number<br>City, State, Zip | How long have you lived there:<br>Years _____ Months _____ |   |
| Telephone Number(s)                                       | Social Security Number                                     | Are you 18 years of age or older:<br><input type="checkbox"/> Yes <input type="checkbox"/> No                               |
| Position Desired: _____                                   |  | Placement Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary |
| When are you available for work? _____                    |  |   |

**PREVIOUS EMPLOYMENT**

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. DO NOT ANSWER "SEE RESUME." Fill out this form **completely**.

|                     |  |                           |                      |  |                       |
|---------------------|--|---------------------------|----------------------|--|-----------------------|
| <b>Employer 1</b>   |  | <b>Dates Employed</b>     |                      |  | <b>Work Performed</b> |
|                     |  | <b>From<br/>(M/Yr)</b>    | <b>To<br/>(M/Yr)</b> |  |                       |
| Telephone Number(s) |  |                           |                      |  |                       |
| Address             |  | <b>Hourly Rate/Salary</b> |                      |  |                       |
|                     |  | <b>Starting</b>           | <b>Final</b>         |  |                       |
| Job Title           |  | Supervisor Name & Title   |                      |  |                       |
| Reason for Leaving  |  |                           |                      |  |                       |
| <b>Employer 2</b>   |  | <b>Dates Employed</b>     |                      |  | <b>Work Performed</b> |
|                     |  | <b>From<br/>(M/Yr)</b>    | <b>To<br/>(M/Yr)</b> |  |                       |
| Telephone Number(s) |  |                           |                      |  |                       |
| Address             |  | <b>Hourly Rate/Salary</b> |                      |  |                       |
|                     |  | <b>Starting</b>           | <b>Final</b>         |  |                       |
| Job Title           |  | Supervisor Name & Title   |                      |  |                       |
| Reason for Leaving  |  |                           |                      |  |                       |

| Employer 3          |                            | Dates Employed     |              | Work Performed |
|---------------------|----------------------------|--------------------|--------------|----------------|
|                     |                            | From<br>(M/Yr)     | To<br>(M/Yr) |                |
| Telephone Number(s) |                            |                    |              |                |
| Address             |                            | Hourly Rate/Salary |              |                |
| Job Title           | Supervisor<br>Name & Title | Starting           | Final        |                |
| Reason for Leaving  |                            |                    |              |                |
|                     |                            |                    |              |                |
| Employer 4          |                            | Dates Employed     |              | Work Performed |
|                     |                            | From<br>(M/Yr)     | To<br>(M/Yr) |                |
| Telephone Number(s) |                            |                    |              |                |
| Address             |                            | Hourly Rate/Salary |              |                |
| Job Title           | Supervisor<br>Name & Title | Starting           | Final        |                |
| Reason for Leaving  |                            |                    |              |                |
|                     |                            |                    |              |                |

**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.

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List any other names which you may have used and which will be necessary to verify prior to your employment: \_\_\_\_\_

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If hired, can you provide proof that you are legally entitled 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 from any job?  Yes  No

If yes, please explain circumstances: \_\_\_\_\_

May we contact your current employer?  Yes  No

If no, please explain: \_\_\_\_\_

Have you ever worked for this School before?  Yes  No

If yes, please give dates and position: \_\_\_\_\_

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?  Yes  No

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

Have you been arrested for any matters for which you are out on bail on your own recognizance pending trial?  Yes  No

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

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

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

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

| School Name             | Years Completed (Circle) | Diploma/Degree | Describe Course of Study or Major | Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities |
|-------------------------|--------------------------|----------------|-----------------------------------|--|
| Elementary              | 4 5 6 7 8                |                |                                   |  |
| High School             | 9 10 11 12               |                |                                   |  |
| College/University      | 1 2 3 4                  |                |                                   |  |
| Graduate/Professional   | 1 2 3 4                  |                |                                   |  |
| Trade or Correspondence |                          |                |                                   |  |

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

\_\_\_\_\_

**OTHER INFORMATION**

Please describe any other experience that you have which would be relevant to the job for which you are applying:

|  |
|--|
|  |
|  |
|  |
|  |

**DRIVING INFORMATION** (Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license?  Yes  No If yes, License No.: \_\_\_\_\_ State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

If you do not have a driver's license for the state in which you currently reside, why not? \_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No

If yes, explain: \_\_\_\_\_

Do you have personal automobile insurance?  Yes  No

If no, explain: \_\_\_\_\_

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended?  Yes  No

If yes, explain: \_\_\_\_\_

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI?  Yes  No

Are any such charges currently pending against you? If yes to either question, explain: \_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

| OFFENSE | DATE | LOCATION | COMMENTS |
|---------|------|----------|----------|
|         |      |          |          |
|         |      |          |          |
|         |      |          |          |

**APPLICANT'S STATEMENT & AGREEMENT**

In the event of my employment to a position with this School, I will comply with all rules and regulations of this School. I understand that the School reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination and a test for the presence of alcohol in my system, performed by a doctor selected by the School. Further, I understand that at any time after I am hired, the School may require me to submit to a physical examination and an alcohol test, to the extent permitted by law. I consent to the disclosure of the results of any physical examination and related tests to the School. I also understand that I may be required to take other tests such as personality and honesty tests, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I understand that the School may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that the School may contact my previous employers and I authorize those employers to disclose to the School all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their

agents, employees and representatives, as well as other individuals who release information to the School, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the School with any pertinent information they may have regarding myself.

I also acknowledge that the School promotes a system of alternative dispute resolution that involves binding arbitration to resolve all disputes that may arise out of the employment context. Because of the mutual benefits (such as reduced expense and increased efficiency) which private binding arbitration can provide both the School and myself, both the School and I agree that any claim, dispute, and/or controversy (including, but not limited to, any claims of discrimination and harassment, whether they be based on the Texas Commission on Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, or any other State, local or federal laws or regulations) that either I or the School (or its owners, directors, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) may have against the other shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the Texas Civ. Prac. & Rem. Code section 171.001, et seq. This specifically includes any claim, dispute, or controversy, including class action claims, which would otherwise require or allow resort to any court or other governmental dispute resolution forum arising from, related to, or having any relationship or connection whatsoever with my seeking employment with, employment by, or other association with the School, whether based on tort, contract, statutory, or equitable law, or otherwise. The sole exceptions to this mandatory arbitration provision are claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board and claims for medical and disability benefits under Workers' Compensation. However, nothing herein shall prevent me from filing and pursuing administrative proceedings only before the U.S. Equal Opportunity Commission or an equivalent State agency. In addition to requirements imposed by law, any arbitrator herein shall be a retired Texas District Court Judge, or U.S. District Court Judge (or other similarly qualified individual with arbitration experience as mutually agreed to by the parties), and shall be subject to disqualification on the same grounds as would apply to a judge of such court. To the extent applicable in civil actions in U.S. District Courts, the following shall apply and be observed: all rules of pleading, all rules of evidence, all rights to discovery, and all rights to resolution of the dispute by means of motions for summary judgment and judgment on the pleadings. Resolution of the dispute shall be based solely upon the law governing the claims and defenses set forth in the pleadings, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged. As reasonably required to allow full use and benefit of this agreement, the arbitrator shall extend the times set for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion and, at either party's written request within 10 days after issuance of the award, shall be subject to affirmation, reversal or modification, following review of the record and arguments of the parties by a second arbitrator who shall, as far as practicable, proceed according to the law and procedures applicable to appellate review by the United States Circuit **Court of Appeals** of a civil judgment following court trial. Should any term or provision, or portion thereof, be declared void or unenforceable it shall be severed and the remainder of this agreement shall be enforceable. **I UNDERSTAND THAT BY VOLUNTARILY AGREEING TO THIS BINDING ARBITRATION PROVISION, BOTH I AND THE COMPANY GIVE UP OUR RIGHTS TO TRIAL BY JURY OF ANY CLAIM I OR THE COMPANY MAY HAVE AGAINST EACH OTHER.**

I agree to immediately notify the School if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to any felony, or any other crime involving dishonesty or a breach of trust, while my application is pending or during my employment, if I am hired.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

**If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the School (employer) at any time and for any reason whatsoever, with or without good cause at the option of either the School or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the Head of School. No supervisor or representative of the School, other than the Head has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between the School and the employee regarding the rights of the School or employee to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and the School.**

*If you have any questions regarding this Statement, please ask a School representative before signing. I hereby acknowledge that I have read the above Statements, understand the same, and agree to all terms and conditions set forth.*

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT**

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**DATE** \_\_\_\_\_