



PRESBYTERIAN SCHOOL

EMPLOYMENT APPLICATION

The mission of Presbyterian School is *Family, School and Church united in the education and support of each Child*. We are dedicated to strengthening the lives of children and their families with an educational program of the highest quality in a Christian environment. Students are respected and treated as individuals of worth, while being encouraged to develop a sense of responsibility in relation to God, to themselves, to others, to their environment, and to the world in which they live.

All positions will be filled solely on the basis of merit, without reference to the applicant's race, color, gender, nationality, age, physical or mental disability, medical condition, genetic information, marital status, veteran status, or other characteristic protected by state or federal law. In light of the School's religious nature, it does reserve the right to consider an applicant's or employee's religious beliefs and practices in employment decisions. We are an equal employment opportunity employer.

PERSONAL DATA

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

How long have you lived there?

City, State, Zip: _____

_____ Years _____ Months

Telephone Number: _____

Social Security Number: _____

Email address: _____

Are you 18 years of age or older? Yes No

Position Desired: _____

Full-Time Part-Time Temporary

Salary Desired: _____

When are you available for work? _____

EDUCATION

School Name (specify name)	Years Completed (please circle)	Diploma/Degree Awarded	Major or Course of Study	Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School:	1 2 3 4			
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:

PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with most recent employer listed first. Include part-time and seasonal employment. If self-employed, give firm name. Please respond as completely as possible in the form provided below.

Employer 1:	Job Title:	Work Performed:
Supervisor Name and Title:	Telephone Number:	
Address:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i>	
Dates Employed:	Salary/Pay Rate:	Reason for leaving:
From (Month/Yr) _____	Starting _____ /hr/mo/yr	
To (Month/Yr) _____	Final _____ /hr/mo/yr	

Employer 2:	Job Title:	Work Performed:
Supervisor Name and Title:	Telephone Number:	
Address:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i>	
Dates Employed:	Salary/Pay Rate:	Reason for leaving:
From (Month/Yr) _____	Starting _____ /hr/mo/yr	
To (Month/Yr) _____	Final _____ /hr/mo/yr	

Employer 3:	Job Title:	Work Performed:
Supervisor Name and Title:	Telephone Number:	
Address:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i>	
Dates Employed:	Salary/Pay Rate:	Reason for leaving:
From (Month/Yr) _____	Starting _____ /hr/mo/yr	
To (Month/Yr) _____	Final _____ /hr/mo/yr	

Employer 4:	Job Title:	Work Performed:
Supervisor Name and Title:	Telephone Number:	
Address:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i>	
Dates Employed:	Salary/Pay Rate:	Reason for leaving:
From (Month/Yr) _____	Starting _____ /hr/mo/yr	
To (Month/Yr) _____	Final _____ /hr/mo/yr	

BACKGROUND INFORMATION

Please explain any gaps in your employment history, including military service or any period of unemployment.

List any other names necessary to verify employment (i.e. maiden name): _____

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain: _____

Have you ever worked for Presbyterian School before? Yes No

If yes, please give dates and position: _____

Do you have any friends or relatives working at Presbyterian School? Yes No

If yes, please give Name(s) and Relationship: _____

Are you a U.S. citizen? Yes No

If not, are you eligible to work in the U.S.? Yes No

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

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: _____

OTHER INFORMATION

Please describe any other experience relevant to the job for which you are applying:

Please describe any hobbies, interests, or volunteer work in which you are involved:

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, gender, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, 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. I release such parties and the School from all liability for any damages that may result from furnishing information. 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 and authorize the School to conduct any legal background check on me, including assessing any information I have posted in the public domain on the Internet, and to use such information during the application process and/or during my employment, if any, with the School. I release the School and its designees from any and all liability and damages which may result or arise from the provision of any information received during the background check.

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 that contains a specific duration of employment, I understand 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 the Headmaster. 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. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I authorize the School to perform a criminal background check, based on the data provided, for use in connection with my application, and, if hired, my employment with the school.

I HAVE READ AND UNDERSTOOD THESE STATEMENTS.

Applicant's Signature

Date

Thank you for your applying to Presbyterian School. We consider our faculty and staff to be one of the greatest assets of the School's community, and we are honored by your time and interest.

Please submit this application to:

Janet Fox, Academic Dean.

5300 Main Street

Houston, TX 77004

jfox@pshouston.org

t 713.620.6367

f 713.620.6510