



TRINITY SCHOOL OF TEXAS

Application for Employment

Today's Date: _____

Position Desired: _____

Instructions: Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Name: _____ Driver License: State _____ Number _____

Street Address: _____

City: _____ State: _____ Zip: _____ How long at current address: _____

Phone: Home: _____ Cell: _____ Work: _____

E-Mail Address: Home: _____ Work: _____

Note: If you are chosen for a paid position,

1) you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

2) you will be required to undergo a criminal background check

3) you will be required to attend classes regarding recognition and prevention of child sexual abuse

For what position are you applying? _____
What interests you about the position for which you are currently applying? _____

What has prepared you for the position for which you are currently applying? _____

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 we contact your supervisor? _____ Yes _____ No

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 ___/___/___				

Certifications earned

Type	Source	Date	Specialization

Volunteer experience

Organization	Duties	Dates	Contact	Phone

Education history

Name of School	Address (City, State, Zip)	Did you graduate?	Name of Program, Degree or Certificate earned
High School:			
College:			
Graduate:			
Other:			

References – List three references who are not related to you that we may contact in connection with your application for employment.

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

Have you ever been convicted of or pled guilty to or no contest to a crime other than a minor traffic violation?

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

Have you ever been convicted of any crime, including sex related or child abuse related offenses?



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 Trinity School of Texas to request and receive such information.

If hired or chosen, 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 School of Texas.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of Trinity School of Texas, 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 Trinity School of Texas for either employment, volunteering or any other benefit.

I have read and understand the above provisions.

Signature

Date