

# Application for Employment

(Non-Teaching)

**St. Thomas' Episcopal Church & School**  
**4900 Jackwood**  
**Houston, Texas 77096**  
**(713) 666-3111**

An Equal Opportunity Employer

St. Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

**Please complete application in full. (Do not write "see resume.")**

Name \_\_\_\_\_  
Last First Middle

Social Security No. \_\_\_\_\_ Drivers License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone No. \_\_\_\_\_ Day Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

List Previous Addresses if the above address is less than 3 years:

\_\_\_\_\_ Street City State Zip

\_\_\_\_\_ Street City State Zip

Referral Source: \_\_\_ Advertisement \_\_\_ Friend \_\_\_ Relative \_\_\_ Employment Agency \_\_\_ Other \_\_\_\_\_

Date Available for Work \_\_\_\_\_ Position Applied for \_\_\_\_\_

Religious Preference \_\_\_\_\_ Name of Congregation which you attend:: \_\_\_\_\_

Do you believe that the Holy Scriptures of the Old and New Testament are authoritative in all matters of faith and contain all things necessary unto salvation through Jesus Christ? \_\_\_\_\_

Do you believe in Jesus Christ as your Lord and Savior? \_\_\_\_\_

Education: (insert name of institution)	Yrs. Completed	Minor	Degree Earned/ Major	Grade Point Average
High School		N/A	N/A	N/A
College				
Graduate Level		N/A		
Other				
Other				

**Experience:**

Previous Employment Record – It is important that you show your employment record as completely as possible. Attach an additional sheet if necessary. Account for all periods of unemployment. Begin with your most recent employer and account for at least the last ten years.

Please include months and years in the Date Section. **Do not write “see resume”**

Note: Please indicate if we may NOT check with your present employer.

Dates From To	Employer's Name, Address & Phone Number	Position You Held and Supervisor's Name and Phone Number	Salary	Give Specific Reason for Leaving
	AT PRESENT EMPLOYED BY:  Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		
	Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		
	Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		
	Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		
	Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		
	Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		
	Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		
	Name _____ Address _____ Phone No. _____	Position _____ Supervisor _____ Phone No. _____		

Other Experience

List any other experience, skills or other qualifications including hobbies, which you believe should be considered in evaluating your application for employment:

\_\_\_\_\_

Typewriter (WPM) \_\_\_\_\_ Personal Computer \_\_\_\_\_ Calculator \_\_\_\_\_

Other Software \_\_\_\_\_

Do you possess skills in crafts such as sewing, art, photography, etc.? If yes, please indicate you level of expertise. \_\_\_\_\_

\_\_\_\_\_

Please describe any experience in training: \_\_\_\_\_

\_\_\_\_\_

Please list any relevant job skills or training acquired in military service: \_\_\_\_\_

\_\_\_\_\_

Have you ever applied to this School before? \_\_\_\_\_ If so, when \_\_\_\_\_

Have you ever been employed by this School before? \_\_\_\_\_ If so why did you leave? \_\_\_\_\_

Do you have any relatives employed by this School? \_\_\_\_\_ If yes, give their names \_\_\_\_\_

\_\_\_\_\_

Do you know any teachers, office staff, student or parents from the School? \_\_\_\_\_ If yes, give their names \_\_\_\_\_

\_\_\_\_\_

May we inquire of your present employer? \_\_\_\_\_ Why do you desire to change? \_\_\_\_\_

\_\_\_\_\_

Have you ever been forced to resign from any position? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Explain: \_\_\_\_\_

Do you have the legal right to work in the United States? \_\_\_\_\_ (The Immigration Reform and Control Act of 1986 requires employers to verify the legal status and right to work of all new hires. Verification must be obtained after the decision to hire has been made.)

Have you ever been convicted of a crime (including any misdemeanor, felony, and/or DWI, but not including traffic violations)?

\_\_\_\_\_ If yes to any of these, please explain: (A conviction does not automatically mean that you will not be selected.

What you were convicted of, and how long ago you were convicted, are important. Please give all of the facts so that an informed decision can be made.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:**

Name	Address & Phone Number	Nature of Relationship	Years of Acquaintance

**NOTICE**

Applicant agrees that this application, and any employment of applicant as a result hereof, shall be upon the following terms and conditions: (1) that the filing of this application in no way obligates the School to employ applicant, and the School reserves the right to reject any applicant for employment; (2) that in the event this application is accepted it is understood that the applicant is not employed for any definite time and that employment is at the will of the School; (3) that any misrepresentation made in this application will be sufficient cause for cancellation of the application and/or separation from the School's service if applicant has been employed; (4) that applicant, if employed, will comply with all rules and regulations of the School; (5) that School shall have the right to obtain from the above named references and former employers any information which they have concerning applicant's work record, and applicant hereby requests said reference and former employers to make such information available to School and agrees to hold said parties harmless for doing so; (6) in making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through credit reporting agencies, public records, and personal interviews with friends or others with whom I am acquainted; that this inquiry includes information as to my character, general reputation and personal characteristics; and I authorize the School to make such inquiry, and understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this report of reports, and (7) as a condition of employment, I will be required to either complete a class/program required by the Episcopal Diocese concerning the protection of children or provide satisfactory proof of completion of the class/program. If my personal resume has been submitted to the School, I represent that the statements contained in the resume are true and correct and acknowledge that the resume is incorporated and made a part of this Application for Employment.

I hereby agree to take a physical and other examinations, if requested by the School.

In accordance with Title 8, United States Code 1324A, employers are required to verify individual's eligibility for employment in the United States. After November 8, 1986, all employees, upon being hired, must complete form I-9, Employment Eligibility form and must provide proof of eligibility as provided by law.

I certify that this application has been examined by me and that the statements contained herein are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_