



602 S. CARANCAHUA
CORPUS CHRISTI, TEXAS 78401
Phone (361) 883-0835 Fax (361) 883-0837
www.sjes.org

APPLICATION FOR EMPLOYMENT

Date: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Email: _____ Cell: _____

Position Desired: _____ Full Time/ Part Time: _____

Academic Preparation

	HIGH SCHOOL	COLLEGE	POST-GRADUATE
School			
Degree			
Major			
Minor			

No. of Hours in Education: _____ No. of Hours in Major: _____

Certificate(s) Held: _____

State(s): _____ Endorsement(s): _____

Grade you prefer to teach: _____

Grades you are willing to teach: _____

Special Interests/Hobbies _____

St. James Episcopal School celebrates and welcomes a diverse population. We recognize that diversity encompasses differences in gender, race, religion, ethnicity, physical and academic abilities, family composition, and socioeconomic circumstances. St. James does not discriminate on the basis of race, sex, color, religion, or national or ethnic origin in the administration of the admission and educational policies, scholarship and financial aid programs, employment practices, and/or other school administered programs generally made available at the School.

PROFESSIONAL EXPERIENCE *(You may substitute a formal resume showing all employers. If applying for a teaching position, you are encouraged to include a philosophy of education, written recommendations, references, a cover letter and any other materials which support your application.)*

Position: _____ Employer: _____

Address: _____

Email: _____ Phone: _____

Reference: _____ Title: _____

Start Date: _____ End Date: _____

Reason employment ended: _____

Position: _____ Employer: _____

Address: _____

Email: _____ Phone: _____

Reference: _____ Title: _____

Start Date: _____ End Date: _____

Reason employment ended: _____

Position: _____ Employer: _____

Address: _____

Email: _____ Phone: _____

Reference: _____ Title: _____

Start Date: _____ End Date: _____

Reason employment ended: _____

People who know me best would describe me as _____

What is your understanding and philosophy of “differentiated instruction?” (Elements of Depth & Complexity)

The SJES motto is “Excellence, No Excuses”. How would you interpret this?

My greatest strengths are _____

An area I would like some assistance in is _____

Other than minor traffic offenses, have you ever been investigated for, been convicted of, and/or been placed on probation for a crime? Had an adjudicated verdict or pled guilty to a crime? Yes _____ No _____
If yes, please explain.

Please submit a copy of your current driver’s license and social security card with this completed application. Please also submit a copy of your teaching certificates and teacher service record.

I understand and agree that if employed, my employment will be for an indefinite period of time. I have received no promises or guarantees as to how long St. James Episcopal School will employ me. Employment is governed by a Compensation Agreement. This Compensation Agreement governs the terms of my employment, as well as severance issues that affect my employment. I further understand and agree that my employment relationship cannot be altered or changed except through a specific written document, signed by myself and the Headmaster of St. James Episcopal School.

All information provided on and with this application process regarding my background, qualifications, and suitability for employment is true, correct, and complete, including any attachments, resumes, and any other documents submitted to St. James Episcopal School. I have not omitted any information requested by St. James Episcopal School on this application form. I agree to provide supplemental information, if requested by St. James Episcopal School. I understand that false, misleading, inaccurate, or incomplete information provided on this application form, on any supporting attachments or documents, during resulting interviews, or in any aspects of the application/hiring process will result in the rejection of my application, revocation of an employment offer, or termination of actual employment.

My signature on this St. James Episcopal School Application for Employment authorizes the School to conduct a complete background investigation and authorizes release of all information from previous employers in connection with my application for employment. This investigation may include information from local police/sheriff and other state or federal law enforcement agencies; information from any local, state or federal record or central record exchange of data pertaining to criminal or civil arrests and convictions, driving records, previous educational or training institutions, previous employers, personal and professional; and information from any state department of social services or child protective services unit and any other locality to which they may refer for information regarding any findings or investigations involving me, relating to child abuse, neglect or domestic violence. I waive my right of access to any of the collected information and without limitation, hereby release both the School and the reference sources from any liability in connection with its release or official use.

I hereby certify that all entries and statements are true, correct, and complete.

Date: _____ Signature of Applicant: _____