

Trinity Episcopal School

3901 Bee Cave Road Austin, Texas 78746 512.472.9525

Application for Professional Position

Trinity Episcopal School invites all qualified individuals who share our core values to apply for faculty positions. Trinity does not discriminate because of race, color, creed, national origin, gender, age, disability, Vietnam-era veteran status, sexual orientation or any other protected classes in its administration of policies regarding eligibility for faculty positions; however, all faculty must be able to support Trinity's mission as a Christian school.

Personal

Name _____
 Last First Middle

Address _____
 City State Zip Code

Phone Number(s) _____ / _____ Email _____

Are you over the age of 18? __yes __no If offered employment, can you submit proof of citizenship? __yes __no

Position Applied For

| Teacher | Grade Level | Support Staff | Administrative | Other |
|-------------------|--------------------|--------------------|----------------------------------|-------|
| Regular Classroom | Kindergarten | Librarian | Head of School/ Division Head | PE |
| Specials Area | Elementary (1 - 4) | Counselor | Staff | Nurse |
| Technology | Middle (5-8) | Teaching Fellow | After School Program/Coach | Other |

Educational Background

Colleges and Universities Attended

| Name | City | State | Major/Minor | Degree Earned | Date Received |
|------|------|-------|-------------|------------------|------------------|
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Certificate(s) Held

___ Texas Provisional ___ Texas Professional ___ Texas 1Year Certificate
 ___ Other State ___ Other/Additional Certification

(Begin With Most Recent)

Experience

| From Principal (Mo/Yr) | To (Mo/Yr) | Grade Level (Subject) | Name of School/Firm (Address if outside Austin Metro area) |
|------------------------------|---------------|--------------------------|---------------------------------------------------------------|
| | | | |
| | | | |
| | | | |

Total Number of Years Creditable Experience _____ Current Salary _____

Professional Data

Why are you seeking employment at Trinity Episcopal School? _____

What special knowledge, experience, and training do you/will you bring if employed by Trinity? _____

What are your professional goals? _____

References

Please list below references who may be contacted regarding your work history. Please include all principals, managers, and supervisors at the last two school districts or employing organizations who evaluated or supervised your performance.

| Full Name | School District/Firm | Position/Title | Mailing Address | Phone |
|-----------|----------------------|----------------|-----------------|-------|
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Have you ever been convicted of a felony and/or misdemeanor including deferred adjudication? _____

If so, explain. _____

Certification

I certify the information presented in the Employment Application is correct and hereby give Trinity Episcopal School the right to make an investigation based on the information provided either prior to or after my employment with Trinity. I also understand that misrepresentation of information is grounds for disqualification from further consideration for, or termination from, employment.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the School. I understand and acknowledge that any employment relationship with this School is at the will of the School and no oral or written representations may be considered a contract for any specific period of time. The School may terminate my employment at any time, for any reason, with or without cause or notice. At the same time, I can terminate employment at any time and for any reason. Any modifications to the at will nature of employment must be in writing and signed by the Head of School and me.

I authorize my past employers, educational institutions, and individuals and organizations named or referred to in this application to provide Trinity Episcopal School references upon request in order to assist the School in deciding whether to employ me. I hereby release my former employers, my former educational institutions, and any individual or organization providing such a reference from any liability, damages, causes of action, complaint, or charges concerning the giving and receiving of such references, information, or opinions related to my employment.

Signature

Date