

What do you feel are your strongest assets relative to the position for which you are applying?
(If you need more space please attach a separate sheet of paper.)

By referencing events and situations that occurred in your most recent work experience and training, describe how those experiences will contribute to your becoming a positive factor in our school. *(If you need more space please attach a separate sheet of paper.)*



ALL SAINTS EPISCOPAL SCHOOL
 3222 103rd Street
 Lubbock, Texas 79423
 (806) 745-7701

*Substitute
 Teacher Aide
 Clerical
 Extended Care
 Support Staff*

APPLICATION FOR EMPLOYMENT

 First Middle Last (Use Legal Name on SSN Card) Maiden

 Social Security Number Driver's License Number e-mail address

Mailing Address: _____
 Address City State Zip

Permanent Address: _____
 Address City State Zip

Phone Numbers: _____
 Home Work Cell

POSITION(S) FOR WHICH YOU ARE APPLYING: check all that apply

Paraprofessional *(Teacher Aide, Clerical)* Support *(Custodial, Cafeteria, Maintenance)*

Substitute Extended Care, Summer Care

CREDENTIALS TO BE INCLUDED WITH APPLICATION:

_____ Transcripts showing degrees and hours (copy) _____ Resume if available _____ Any certifications

EDUCATION

Check highest level attained: _____ Grade GED High School

Associate degree Bachelor degree

Name of School & Location	Course of Study/Major	Dates Attended	Diploma, Degree, or Certificate

APPLICANT'S STATEMENT

I hereby authorize All Saints Episcopal School to investigate all statements contained in this application. I affirm that all the information contained in this application is true and complete and that any misrepresentation, falsification or omission herein, shall be sufficient reason for dismissal from, or refusal of, employment. I understand that my previous employers may be asked for information relative to my prior employment and I hereby authorize All Saints Episcopal School to release the same. I authorize All Saints Episcopal School to secure criminal records from any government units and I hereby authorize said government units to release the same. I agree, if accepted for employment, to comply with all rules and regulations of All Saints Episcopal School, to perform all duties assigned to me to the best of my ability, and to be responsible for All Saints Episcopal School property entrusted to my care. Furthermore, I agree to acquaint myself with school policy and abide thereby by reading the Employee Policy Handbook.

Signature _____ Date _____

RETURN TO: **ALL SAINTS EPISCOPAL SCHOOL**
 3222 103rd Street, Lubbock, Texas 79423
 Phone: (806) 745-7701 Fax: (806) 748-0454
 mdeeds@allsaintsschool.org www.allsaintsschool.org

AN EQUAL OPPORTUNITY EMPLOYER

All Saints Episcopal School is an equal opportunity employer. During the selection and employment process, individuals shall be employed without regard to race, creed, color, age, sex, religion, marital or veteran status, medical condition, disability, or any other legally protected reason. This application will remain on file for two years, but it must be reactivated annually if further consideration for employment is desired.

EMPLOYMENT EXPERIENCE

Jobs you have held beginning with the most recent job. *(use additional sheet if needed)*

Employer _____ Address of Employer _____
 Dates of Work _____ to _____ Position or Type of work _____
 Supervisor Name & Phone _____
 Reason for Leaving _____

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 Supervisor Name & Phone _____
 Reason for Leaving _____

SKILLS

List any special abilities, interest, community activities, high school and/or college activities which would enhance your opportunity for employment, including unique or special achievements. _____

Check any extracurricular activities you might consider sponsoring:

Cheerleading Academic Events: _____ Student Clubs Other _____

Technology / Clerical Skills

Computer or clerical skills *(include type of programs and applications which you have experience and proficiency):*

PERSONAL

A. In an emergency please call:

Name	Telephone	Street Address	City	State

B. Can you perform the job related functions? _____

C. Have you ever been convicted of a felony or misdemeanor other than traffic tickets of similar motor violations? _____ Yes _____ No
 If "yes" and you desire or feel it necessary to explain, please use the space below or attach a statement on a separate sheet. _____

D. Have you been asked to resign or been discharged by an employer? _____ Yes _____ No
 If yes, explain _____

E. List experiences (paid, volunteer, or other) working with children or young people. _____

REFERENCES

Professional: List names of three references capable of giving information about your work related abilities.

Full Name: _____ Title: _____
 Company: _____ Phone: (____) _____

 Address City State Zip

Full Name: _____ Title: _____
 Company: _____ Phone: (____) _____

 Address City State Zip

Full Name: _____ Title: _____
 Company: _____ Phone: (____) _____

 Address City State Zip

Personal: Give two references of persons who have known you for a period of years. These may include former teachers, principals, employers, friends, community leaders, clergy, or others.

Full Name: _____ Title: _____
 Company: _____ Phone: (____) _____

 Address City State Zip

Full Name: _____ Title: _____
 Company: _____ Phone: (____) _____

 Address City State Zip