



We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, veteran/Reserve/National Guard, or any other similarly protected status. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Head of School.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS TO APPLY@SAINTCYPRIANS.ORG:

- | | |
|--------------------------|---|
| 1. Completed Application | 3. Copy of all college transcripts |
| 2. Resume | 4. Copy of teacher certification and/or credentials |

Date of Application: _____ Position Applying For: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Home Number: _____ Cell Number: _____

Driver's License Number: _____ Social Security Number: _____

Referral Source: _____ Name of Referral: _____

Have you submitted an application here before? YES NO If so, when: _____

Have you ever been convicted of a crime? YES NO If yes, explain: _____

Are you currently certified to teach? YES NO

If yes, what are your areas of certification? (Please attach a copy of the certifications.) _____

EDUCATIONAL BACKGROUND

List school attended, years completed, degree or diploma earned, major and minor, if applicable. Please include high school. Attach copies of transcripts from anything above high school.

| SCHOOL | YRS. | DEG/DIP. | MAJOR/MINOR |
|--------|------|----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors.

| NAME | TELEPHONE # | YEARS KNOWN |
|------|-------------|-------------|
| | | |
| | | |
| | | |

SAFEGUARDING GOD'S CHILDREN

Safeguarding God's Children Certification is a multi-step process that is required once an applicant is hired. The process includes an interview, an online application (in addition to this application, a background check, reference checks and attending a training. All of that must be completed within 30 days of employment, if hired.

Is there anything that would prevent you from completing this process within 30 days? _____

What interest you about this position? _____

What has prepared you for this position? Or what strengths, gifts or experience do you think you will bring to this position?

With what children or youth activities or organizations are you or have you been involved in as a volunteer or employee?

EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments, or volunteer activities, starting with the most recent (use additional sheets if necessary.)

Employer: _____ Phone: _____
Position: _____ Dates Employed: _____ to _____ Annual Salary: _____
Address: _____
Supervisor/Title: _____ May we contact for a reference? YES NO
Reason for leaving: _____

Employer: _____ Phone: _____
Position: _____ Dates Employed: _____ to _____ Annual Salary: _____
Address: _____
Supervisor/Title: _____ May we contact for a reference? YES NO
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Position: _____ Dates Employed: _____ to _____ Annual Salary: _____
Address: _____
Supervisor/Title: _____ May we contact for a reference? YES NO
Reason for leaving: _____

Please explain any gaps in employment: _____

Pre-Employment Affidavit for Applicant

For purposes of this affidavit:

Adjudication and conviction refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.

Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)

Date of Birth

Address (Street, City, State, Zip Code)

County

Executed in _____ County, State of _____, on the _____ day of _____, _____.
County State Date Month Year

(Signature of Declarant)

I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration. *

*This form will be processed separately and not shared with the hiring manager.

Approved by the Texas Commissioner of Education, October 2017.

**ST. CYPRIAN'S EPISCOPAL SCHOOL
APPLICATION DISCLOSURES**

In submitting this application for employment, I hereby authorize St. Cyprian's Episcopal School (the School) and its designated agents and representatives to conduct a comprehensive review of my background to be generated for employment and/or volunteer purposes. I authorize any person or organization whose name I have given as reference or by whom I have been employed and any educational institution which I have stated I have attended to furnish St. Cyprian's Episcopal School any information they may have concerning me.

I understand that any information received as result of the various background checks will be used by the School to make a final employment decision. I understand that if I am extended an offer of employment, I will remain in probationary status until the Safeguarding God's Children Class is completed and all of the background checks comeback with satisfactory clearance.

I hereby release all such persons, organizations, and institutions from any claims for damages or otherwise by reason of furnishing such information and records. It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application or for separation from St. Cyprian's Episcopal School, if employed.

I agree that a copy of this form is valid like the signed original. I certify that all of my personal information is true and correct, and I understand that dishonesty or omission will disqualify me from consideration for employment with the School; or if I am hired or already work for the School, I understand that the employment may be terminated.

I understand that this application is the property of St. Cyprian's Episcopal School and will become a part of my personnel file.

Signature of Applicant

Date