

**** tip: save a blank application, complete fields, resave, then submit to bhinkle@smacs.net**

**ST. MARY'S ACADEMY CHARTER SCHOOL
507 N. FILMORE
BEEVILLE, TX 78102
361-358-5601**

For Office Use Only
Date Received: _____
Staff Initials: _____

EMPLOYMENT APPLICATION

It is important that you fill out this application completely. Your qualifications will be carefully reviewed, and you will be given thorough consideration for the position(s) for which you are applying. *Incomplete applications will not receive further consideration.*

Position(s) Desired:

_____ Cafeteria
_____ Clerical
 Custodian/Maintenance
_____ Paraprofessional
_____ Other

1. Personal Data

NAME (Last, first, middle) _____

PRESENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

(If Different)

PHONE NO. (_____) _____ ALTERNATE PHONE NUMBER (_____) _____

Email Address: (Optional) _____

Other names that may appear on records _____

(Used for certification, reference, and criminal history record checks)

Who referred you to this site? ___Newspaper ___Employee Referral ___Other

Have you ever worked here before? ___yes ___no List dates: _____

Date available for employment _____

Are you currently employed in a TRS position? ___yes ___no if yes, what district? _____

Have you previously contributed to TRS? ___yes ___no if yes, what district? _____

If yes, is the TRS account still active? ___yes ___no

Are you authorized to work in the U.S.? ___yes ___no

Do you speak any foreign languages fluently? ___yes ___no List _____

Is there any reason why you cannot perform the entire job related duties and responsibilities of the position for which you are applying? ___yes or ___no

If yes, is there a reasonable accommodation that would enable you to perform the job-related duties and responsibilities of this position? _____

Have you ever been asked to resign from any job? ___yes or ___no

2. EDUCATION AND TRAINING Give complete information regarding your education and training. Include specialized certificates and licenses now held.)

Name & Location of Schools Attended	Course of Study and Major/Minor	Diploma, Degree, Certificate, or License Held	Yr Graduated <i>College Only</i>

3. WORK EXPERIENCE (Please list your present first.)

Employer: _____

Address and phone number: _____

Supervisor: _____

Specific Job Duties _____

Salary \$ _____ Ending: _____

Dates of employment: _____ to _____

Reason for leaving: _____

May we contact employer? ___ Yes ___ No If no, why? _____

Employer: _____

Address and phone number: _____

Supervisor: _____

Specific Job Duties _____

Salary \$ _____ Ending: _____

Dates of employment: _____ to _____

Reason for leaving: _____

May we contact employer? ___ Yes ___ No if no, why? _____

Employer: _____

Address and phone number: _____

Supervisor: _____

Specific Job Duties _____

Salary \$ _____ Ending: _____

Dates of employment: _____ to _____

Reason for leaving: _____

May we contact employer? ___ Yes ___ No if no, why? _____

Employer: _____

Address and phone number: _____

Supervisor: _____

Specific Job Duties _____

Salary \$ _____ Ending: _____

Dates of employment: _____ to _____

Reason for leaving: _____

May we contact employer? ___ Yes ___ No if no, why? _____

Additional abilities you possess that should be considered in evaluating your application.

4. MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? ___ yes ___ no

5. PERSONAL REFERENCES

(Excluding former employers and relatives, list three references:(Include name, occupation, present address, and Telephone number)

1. _____

2. _____

3. _____

If employed, I agree to furnish additional information, as required by government agencies.

I hereby authorize any former employers and references to give any information they may have concerning my character.

I agree to comply with all the policies, rules, and regulations of St. Mary's.

I certify that the information I have given is complete, true and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any fact or circumstances in completing this application. I understand that any misrepresentation of information by me can cancel this application or be cause for my termination in the event I am employed by St. Mary's.

Applicant's Signature

Date

St. Mary's is an Equal Opportunity/Affirmative Action Employer and Education Institution. The school takes

affirmative action to endeavor that no person shall be denied the benefits of equal employment or be subjected to discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Criminal Background Check

St. Mary's conducts background investigation for criminal conviction(s) in an adult court. You must provide the information requested on this form; however, the information will be used only for the purpose of obtaining your criminal history record.

Maiden or other name(s) used in any and all records of residence _____

Current Address (include City, State, Zip)

Date of Birth

Social Security #

Driver's License No.

State

Have you ever been convicted of an offense in adult court? ___yes ___ no (A conviction will not automatically exclude you from employment consideration.)

REMARKS (Use this space to further explain any of the above questions) _____
