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www.thegirlsschool.org

A PRIVATE SCHOOL FOR GIRLS K-8

A completed application must include application form, resumé and statement of educational philosophy.

Date of Application: _____ Position Applying for: _____

Last Name		First Name		Middle Name	
Present address Street and number City, State, Zip		How long have you lived there: _____ years _____ months			
Previous address Street and number City, State, Zip		How long did you live there: _____ years _____ months			
Telephone number(s)		Social Security Number		Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Personal email address					
When are you available for work?					

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? ☐ Yes ☐ No If yes, please explain: _____

How did you hear about The Girls' School of Austin? _____

Are you eligible to work in the United States? ☐ Yes ☐ No (*proof of eligibility will be required upon offer of position*)

Have you ever pled guilty or no contest to or been convicted of or sentenced to deferred adjudication with respect to a crime? ☐ Yes ☐ No
If yes, state where, when, nature of crime and final disposition (a conviction or deferred adjudication sentence will not necessarily disqualify you from employment). _____

Are you currently awaiting trial on a criminal offense? ☐ Yes ☐ No

EDUCATIONAL BACKGROUND

	School Name	Diploma/Degree	Major/Minor
High School	_____	_____	_____
College/University	_____	_____	_____
Graduate/Professional	_____	_____	_____
Graduate/Professional	_____	_____	_____
Graduate/Professional	_____	_____	_____

EMPLOYMENT HISTORY

Please list the names of your present and most recent previous employer(s) in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give a firm name and supply business references.

Please fill this out completely and do not answer "see resume".

Employer 1		Dates Employed From (M/Y): To (M/Y): Hourly Rate/Salary Starting : Final:	Work Performed
Telephone Number(s)			
Address			
Job Title	Supervisor Name & Title		
Reason for Leaving			

Employer 1		Dates Employed From (M/Y): To (M/Y): Hourly Rate/Salary Starting : Final:	Work Performed
Telephone Number(s)			
Address			
Job Title	Supervisor Name & Title		
Reason for Leaving			

OTHER INFORMATION

Please describe any other experience that you have that would be relevant to the job for which you are applying: _____

PROFESSIONAL REFERENCES

1. Name: _____ Address: _____ Phone: _____
Relationship: _____ May we contact now? ☐ Yes ☐ No If no, when?: _____

2. Name: _____ Address: _____ Phone: _____
Relationship: _____ May we contact now? ☐ Yes ☐ No If no, when?: _____

3. Name: _____ Address: _____ Phone: _____
Relationship: _____ May we contact now? ☐ Yes ☐ No If no, when?: _____

JOB RELATED ACTIVITIES AND ACHIEVEMENTS

List any honors, accomplishments, continuing education, professional development, activities, interests, or abilities that you consider relevant to your ability to perform the job for which you are applying: _____

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