



EPISCOPAL

SCHOOL OF BATON ROUGE

Application for Employment

Episcopal School of Baton Rouge is an equal opportunity employer dedicated to nondiscrimination in employment upon any basis protected by applicable law, such as race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information, political affiliation or military service.

Our School Mission

As a ministry of the Episcopal Diocese of Louisiana, Episcopal School of Baton Rouge nurtures and develops the whole child -- spiritually, intellectually, morally, physically and artistically -- through challenging academic and co-curricular programs which prepare our graduates for college and for purposeful lives.

Type of Work Desired (Circle all that apply): Full-Time Part-Time Substitute

Position Desired: _____

Division of Interest: Lower Middle Upper

PERSONAL INFORMATION

Name (Last, First)				
Current Address:		City:	State:	Zip Code:
Mobile Phone Number:		Other Phone Number:		
Email Address:				
How did you hear of this opening?		If you were referred by someone, please state that person's name:		
Have you applied for a job with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?		Have you ever worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide details:		
If hired, can you furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, you must prove eligibility to work in the U.S.)				
If no, please explain:				

JOB AVAILABILITY

Date Available to Start :	Desired Salary Range:
Are you prohibited from or limited in your performance of any job duties by any restrictive covenants not to compete, confidentiality agreements, or other contracted obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy of that agreement.	

EDUCATION

Complete in full or attach a resume with your education history.

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR COURSE OF STUDY	DEGREE/ DIPLOMA CERTIFICATE
High School			
College			
Postgraduate			
Trade, Business, Other Education			
Subjects of special study/research, work or training/skills:			

Do you have a valid CDL driver's license? Yes No

Provide any additional information such as special skills, training, equipment operation, or qualifications you feel will be helpful to us in considering your application:

EMPLOYMENT HISTORY

Start with most recent or present employer and complete in full or attach resume.

1. Name and Address of Most Recent Employer:	
Immediate Supervisor (Name and Position):	Telephone Number:
Job Title & Duties:	Dates of Employment:
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Name and Address of Most Recent Employer:	
Immediate Supervisor (Name and Position):	Telephone Number:
Job Title & Duties:	Dates of Employment:
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Name and Address of Most Recent Employer:	
Immediate Supervisor (Name and Position):	Telephone Number:
Job Title & Duties:	Dates of Employment:
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Are you employed today? <input type="checkbox"/> Yes <input type="checkbox"/> No
Consistent attendance and punctuality are essential requirements of every job at Episcopal School of Baton Rouge. Are you able to perform this essential function with or without a reasonable accommodation if you are offered a job at Episcopal School of Baton Rouge? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been terminated or requested to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give circumstances:
Have you ever been disciplined by an employer, such as received a warning, been suspended, or required to take special classes related to a disciplinary matter ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

CRIMINAL RECORD

A criminal record will not necessarily be a bar to employment. In making any employment related decisions including the information provided below, Episcopal School will also consider all additional relevant factors, such as job relatedness, age and time of offense, seriousness and nature of offense, and individual rehabilitation.

Have you ever been convicted of a crime, other than a minor traffic violation, which conviction has not been erased or annulled? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the details of each conviction including the state and city/town, citation, date, and court:

PERSONAL REFERENCES

Please list three people, not your relatives, whom you have known for three years or more or attach a resume with a list of references.

Name:	Address:	Telephone Number:
Name:	Address:	Telephone Number:
Name:	Address:	Telephone Number:

APPLICANT’S STATEMENT

Please initial on each of the following boxes to confirm your understanding and agreement to each of the following:

I have read and fully understand the questions asked in this application. I understand and agree that the application is neither an offer of employment nor a contract. I certify that the information set forth in this employment application is accurate and complete. I understand that any misrepresentation, falsification, or omission on this application or resume I submit will result in the immediate rejection of my application or, if I am hired, will result in my immediate termination from employment. _____ **Initials**

I authorize Episcopal School of Baton Rouge and its agents and representatives to contact all or any of my past employers, education/academic institutions, and references and authorize them to provide all information requested of them, and release and hold harmless all entities and persons from liability for providing such a reference and Episcopal School of Baton Rouge for acting or relying on the information so received. _____ **Initials**

I agree that if I am hired I will conform to the policies and procedures of Episcopal School of Baton Rouge. _____ **Initials**

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Episcopal School of Baton Rouge and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. I understand that, if employed, my employment will be at-will, and that I can be terminated, without notice or cause, at any time, at the option of Episcopal School of Baton Rouge. _____ **Initials**

I understand that any offer of employment will be conditioned on the successful completion of a criminal background check, fingerprinting, and such other pre-employment tests or background checks as may be required for a specific job. I will, upon request, sign all necessary consent forms. _____ **Initials**

Print Name: _____ Signature: _____

Date: _____

Please return application to: Sarah Foret, Payroll and Benefits Manager by email at forets@ehsbr.org or mail to Episcopal School of Baton Rouge 3200 Woodland Ridge Boulevard Baton Rouge, LA 70816