

## Application For Employment Faculty Position

Date Received: _____
Date of Acknowledgement: _____
Date Set Appointment: _____
References Received: _____
Actual Interview Date: _____
Date Withdrawn: _____
Date Renewed: _____



**DO NOT WRITE IN THIS BLOCK**

*(Please print in ink (black preferred) or type all answers)*

### PERSONAL INFORMATION

Last Name	First	M.I.	Social Security No.
Present Address: _____			
Street	City	State    Zip	(____) _____ Telephone
Permanent Address: _____			
Street	City	State    Zip	(____) _____ Telephone
Check one: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow    No. of Dependents _____			
Condition of health for the past two years _____			
Any defect in sight? _____ Hearing? _____ Any other physical defects? _____			
Specify chronic, continuing, or recurring type of illness: _____			
Church Affiliation: _____			
Have you previously applied with Pan American School? _____ Year _____			
Highest degree received: _____ Major: _____ Minor: _____			
Position Applied for: _____		Date available: _____	
List any relatives working for us _____			
		Name	Relationship
How did you hear of the position? _____			
Are you seeking Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			

Presbyterian Pan American School, a four-year coeducational preparatory school, is an international, Christian community of worship, study, and work.

**Presbyterian Pan American School is an equal opportunity employer committed to the principles of diversity in all aspects of its operations.**

**RECORD OF TEACHING EXPERIENCE**

Name and Address of School (List most recent experiences first)	From Mo/Yr	To Mo/Yr	Subjects and/or Grades Taught	Name and address of Supervisor

Have you been re-elected to your present position?  Yes  No

If "No" Please Explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you been discharged from or not re-employed in a teaching position during the past 6 years?

Yes  No If so, where? \_\_\_\_\_ When? \_\_\_\_\_  
 Why? \_\_\_\_\_

Why do you wish to leave your present position or location? \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT OTHER THAN TEACHING**

Name of Employer	Address	From Mo/Yr	To Mo/Yr	Kind of work

**PROFESSIONAL REFERENCES:** Give at least four references including superintendents, principals, supervisors, and in the case of beginning teachers, list your cooperating teachers and your college coordinator of student teaching.

Name	Position	Schools Address			Telephone
		Street	City/St	Zip	

Have you established a placement file? \_\_\_\_\_ Where? \_\_\_\_\_

**PERSONAL REFERENCES:** Give at least four references listing persons who have known you for a period of years. These may include your former teachers, principals, former employers, long-time family friends, home community civic leaders, clergymen, and others.

Name	Position	Street Address	City/St/Zip	Telephone

**EDUCATIONAL AND PROFESSIONAL PREPARATION**

Name of Institution	Location	From Mo/Yr	To Mo/Yr	Date of Graduation	Degree/Diploma	Subj. Major Sem Hr.	Subj. Minor Sem Hr.
High School							
Colleges							

What grade point average do you have in your teaching major? \_\_\_\_\_

What is your over-all grade point average? \_\_\_\_\_ Grade point scale \_\_\_\_\_

You must send to the Director of Pan American a complete college or university transcript, including grades and confirmation of degree(s).

Teaching Certificate:  None  Other State  1 Yr. Permit  Provisional Professional

Teaching Experience: Total Yrs \_\_\_\_\_

Name of Teaching Certificates you hold	State	Expiration	Subjects and/or grades covered by Certificates

If you do not have a valid Texas certificate, what are your deficiencies? \_\_\_\_\_

Have you passed the ExCet?  Yes  No If yes, when? \_\_\_\_\_

Reasons for applying for a position in Presbyterian Pan American School: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**MISCELLANEOUS DATA**

- 1. Which activities you would be willing to direct:  debate  plays  class sponsor  activities  
 school paper  school annual  Intramural Team Sponsor  other \_\_\_\_\_
- 2. Do you play the piano? \_\_\_\_\_ Other musical instruments (list) \_\_\_\_\_
- 3. What was the amount of your last annual salary? \_\_\_\_\_
- 4. If elected, and conditions prove satisfactory, do you plan to teach at Pan American at least three years?  
\_\_\_\_\_ When would you begin work at Pan American? \_\_\_\_\_
- 5. What have you done recently to improve yourself professionally? Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6. In case of election, would you be available to assist your fellow teachers and staff members in the general improvement of educational programs as directed? \_\_\_\_\_
- 7. Where have you traveled? \_\_\_\_\_
- 8. To what professional or honorary organizations do you belong? \_\_\_\_\_  
\_\_\_\_\_
- 9. What high school and college distinctions have been awarded to you? \_\_\_\_\_  
\_\_\_\_\_

A personal interview is required and should be arranged by the applicant. Interviews will be scheduled first for positions where vacancies exist.

This application will remain on file for one year only; it must be renewed if further consideration is desired. You will receive no further reply unless favorable consideration is given to your application.

In a brief paragraph, state your thoughts concerning what instructional skills a competent teacher should demonstrate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT**

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I hereby certify that the information presented in this application to the best of my knowledge is true, accurate, and complete. Any falsification of this record will be sufficient cause for disqualification. Furthermore, it is understood that this application becomes the property of Presbyterian Pan American School to contact the references listed on this application. References, placement folder information, and other information, which becomes apart of this record, may be revealed to all persons who participate in the selection of employees.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Return to: President  
Presbyterian Pan American School  
P.O. Box 1578  
Kingsville, TX 78364  
(361) 592-4307

Applicants for employment are considered on the basis of their desire to participate in the life of the community. Presbyterian Pan American School employs, assigns, reassigns, promotes, and terminates employees without regard to national origin, race or sex.

# CRIMINAL RECORD CHECK

PRESBYTERIAN PAN AMERICAN SCHOOL

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Other names by which you have been known (if any)

\_\_\_\_\_

Note: May include maiden names or names that were changed for other reasons.

I hereby authorize the local Police Department and other local, state and federal agencies to release any record that may be on file in my name(s) in the records of said agencies. Any such records will become part of my personal application for employment or volunteer service at Presbyterian Pan American School.

Legal Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security #: \_\_\_\_-\_\_\_\_-\_\_\_\_

Driver's License# \_\_\_\_\_ State issued: \_\_\_\_\_