



**St. Mark's Episcopal School**  
**SUMMER**  
**Employment Application**

7615 FM 762  
Richmond, TX 77469  
281-545-1296  
[www.smes.rocks](http://www.smes.rocks)  
[schooloffice@stmarksfortbend.org](mailto:schooloffice@stmarksfortbend.org)

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Alternate Phone Number: (\_\_\_\_) \_\_\_\_\_

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

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

A background check is done on all hired employees. Have you been convicted of or pleaded no contest to a felony within the last five years? No\_\_\_\_ Yes\_\_\_\_ If yes, please explain:

\_\_\_\_\_

**POSITION/AVAILABILITY:** Position Applied For \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

**EDUCATION**

Name and Address of School	Degree or Diploma	Graduation Date	Type of Degree or # of hours toward degree

**SKILLS AND QUALIFICATIONS:** List your skills as related to this job, training and awards

- Can you cut out patterns? Yes No Can you glue projects together? Yes No
- What experience do you have taking care of children?
- Other Skills?

7615 F.M. 762 Richmond, TX 77469  
Office: (281) 545-1296 Fax: (866) 830-8060 • [stmarksfortbend.org](http://stmarksfortbend.org)

## EMPLOYMENT HISTORY

**Present Or Last Position:**

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Title \_\_\_\_\_

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

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Title \_\_\_\_\_

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

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**May We Contact Your Current and Past Employers?** Yes \_\_\_\_\_ No \_\_\_\_\_

**References:** Please provide 3 non-family references (letters may be attached if available)

Name	Title	Address	Please Check One
			<input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor <input type="checkbox"/> Other
			<input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor <input type="checkbox"/> Other
			<input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor <input type="checkbox"/> Other
			<input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor <input type="checkbox"/> Other

Are you related to anyone working for St. Mark's School or on the School Board?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the name of person you are related to: \_\_\_\_\_

Have you ever been fired or not had a contract renewed by a child care center or a school? Yes\_\_ No \_\_

If yes, please explain:

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_