



# FAIRHILL SCHOOL

16150 Preston Road  
Dallas, Texas 75248  
972-233-1026

## PROFESSIONAL APPLICATION

(Please read the instruction sheet carefully before filling out the application form.)

**Complete application accurately and completely.**

Name      Miss \_\_\_\_\_  
              Mrs. \_\_\_\_\_  
              Ms. \_\_\_\_\_  
              Mr.      \_\_\_\_\_

*Last*                                      *First*                                      *Middle*

Present Address      \_\_\_\_\_      Telephone      \_\_\_\_\_

*Number and Street*                                      *Area*      *Number*

\_\_\_\_\_

*City*                                      *State*                                      *Zip Code*

Permanent Address      \_\_\_\_\_      Telephone      \_\_\_\_\_

*Number and Street*                                      *Area*      *Number*

\_\_\_\_\_

*City*                                      *State*                                      *Zip Code*

Social Security Number \_\_\_\_\_

Date of Application \_\_\_\_\_

## POSITION DESIRED

Please indicate the grade level or subject matter you prefer.

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If you are interested in coaching, please indicate the areas and indicate either girls or boys or both. If you are interested in sponsoring activities, please indicate the activity.

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## EMPLOYMENT OTHER THAN TEACHING

INCLUSIVE DATES				Type of Work	Location City, State	Salary	Name and Address of Employer
From		To					
Month	Year	Month	Year				

## REFERENCES

(Please have your placement office file sent if available.)

List names of professional references (cooperating teacher, college supervisor of student teaching, school district administrators, supervisor) who would have first-hand knowledge of your character, personality, and teaching ability. **(List at least one administrator for each of your positions.)**

Full name of reference	Complete Mailing Address (include zip code)	Telephone*	Position

\*Please indicate "home" or "work" number.

I understand that the School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, National origin, sex, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the Executive Director may do so in writing.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE SCHOOL MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH THE SCHOOL. I AUTHORIZE THE SCHOOL TO OBTAIN THIS REPORT.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

## **APPLICANT'S STATEMENT**

Describe your style of teaching.

What three words would your students use to describe you as a teacher?

How do you individualize your teaching?

How and when do you discipline a student?

## TEACHER CERTIFICATION

Certificate issued in what state \_\_\_\_\_ Certificate Number \_\_\_\_\_

Date issued \_\_\_\_\_ Date Expires \_\_\_\_\_

Teaching Fields and Endorsements Listed on Certificate \_\_\_\_\_

If you do not have a teaching certificate, when do you expect to receive it? \_\_\_\_\_

Have you ever taught on a permit? \_\_\_\_\_ If so, which school district? \_\_\_\_\_

When? \_\_\_\_\_ Were the deficiencies removed? \_\_\_\_\_

## PROFESSIONAL INFORMATION

1. Are you planning to pursue further studies? \_\_\_\_\_ If so, when, where, and what courses? \_\_\_\_\_

2. List any professional honors, offices held, and activities during professional or collegiate career.

3. List and describe any other school or specialized training. \_\_\_\_\_

4. List membership in Professional Organizations. \_\_\_\_\_

5. What are your total years of teaching in an accredited school? \_\_\_\_\_

## GENERAL INFORMATION

1. When will you be available? Month/Year \_\_\_\_\_

2. Are you a citizen of the United States? \_\_\_\_\_  
(Yes or No)

If "no," do you have the legal right to be employed in the United States? \_\_\_\_\_  
(Yes or No)

3. Have you ever been asked to resign or failed to be re-elected to a teaching position? \_\_\_\_\_  
(Yes or No)

If "yes," please list where and when. \_\_\_\_\_

4. Have you ever been convicted of a felony or crime including DWI? \_\_\_\_\_  
(Yes or No)

If "yes," please explain. \_\_\_\_\_

5. Driver's License State & Number \_\_\_\_\_ Type \_\_\_\_\_ Currently Valid? \_\_\_\_\_  
(Yes or No)

6. Have you ever had your driver's license suspended or revoked? \_\_\_\_\_  
(Yes or No)

If so, why? \_\_\_\_\_

7. Have you had any traffic accidents? \_\_\_\_\_  
(Yes or No)



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### REFERENCE INFORMATION SHEET

We would appreciate your cooperation in reading and signing the statement below.

**Note: The following statement must be signed and returned with your application before it will be placed in our active files.**

In order that officials of Fairhill School may be fully informed as to my personal character and qualifications for employment, I authorize this reference information sheet. I ask each of my former employers and any other person who may have information concerning me to provide the requested information. This is done at my expressed request and for my benefit. I do hereby release any person providing information from any and all liability for damage of whatsoever nature on account of furnishing such information.

I hereby authorize the party receiving this form to give full and complete information as may be requested by Fairhill School in Dallas, Texas.

I understand that the information requested will not become a part of my personnel file, if I am employed by the school. I agree that the information provided in reference will not be disclosed to me but will be treated as confidential by the school. I waive any right to see this information.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS SIDE TO BE COMPLETED BY APPLICANT**

(THIS SIDE TO BE COMPLETED BY REFERENCE)

## FAIRHILL SCHOOL Dallas, Texas

\_\_\_\_\_ is an applicant for a position as a teacher at Fairhill School. We would appreciate very much your assistance in the evaluation of this person. Please be as frank with us as you would want us to be with you if the situation called for an evaluation of an applicant for a position with you. **An early reply will be appreciated, and the information given will be treated confidentially.** Please use the following scale to rate this applicant's demonstrated competence. **Your specific comments about this person are very important.**

1-Unsatisfactory   2-Below Expectations   3-Satisfactory   4-Exceeds Expectations   5-Clearly Outstanding

(Please circle your choice of numbers on the scale.)

**Specific Comments**

Character and moral standards	1 2 3 4 5	
Personal qualities	1 2 3 4 5	
Command of subject matter	1 2 3 4 5	
Ability to motivate students	1 2 3 4 5	
Ability to evaluate students	1 2 3 4 5	
Open and flexible teaching personality	1 2 3 4 5	
Maturity of judgment/ability to make realistic decisions	1 2 3 4 5	
Efforts toward professional growth	1 2 3 4 5	
Loyalty to and willingness to cooperate with associates	1 2 3 4 5	
Classroom management and control	1 2 3 4 5	
Preparation for lessons	1 2 3 4 5	
Fair and just attitude in dealing with students	1 2 3 4 5	
Response to supervision	1 2 3 4 5	
General helpfulness in school aside from classroom	1 2 3 4 5	
General teaching results	1 2 3 4 5	
General estimate of this person	1 2 3 4 5	

Additional remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject or grade for which applicant is best suited \_\_\_\_\_

With your present knowledge, would you be willing to employ or re-employ this applicant in a school for which you are responsible? \_\_\_\_\_ What opportunity have you had to form your judgment of this applicant, as shown above?

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

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

Official Position \_\_\_\_\_



# APPLICATION INSTRUCTIONS

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- I. Complete the application form accurately and completely.
  
- II. Upon employment, the Immigration Reform and Control Act of 1986 requires identification such as a state-issued driver's license with photograph and a document such as a Social Security card to establish eligibility. Copies of these documents may be included when the application is submitted.
  
- III. IF YOU ARE AN EXPERIENCED TEACHER
  - A. Send to Fairhill School
    1. Application form
    2. Photocopy of your teaching certificate (showing both sides)
    3. Official transcript (showing degree and date granted, registrar's signature and official college seal) from each college conferring a degree
  - B. Please read reference forms carefully. Sign the statement on the reverse side of each form and return with application. **We will send these forms to your references** (former principals or supervisors).
  - C. Wait ten working days for in-office processing of your application.
  - D. **Call Fairhill School for an interview.**
  
- IV. IF YOU ARE A FIRST-YEAR TEACHER
  - A. Send to Fairhill School
    1. Application form
    2. Photocopy of valid teaching certificate (showing both sides) OR a letter from your college certifying that you have been recommended for certification with the area(s) of specialization listed
    3. Your latest official transcript (has registrar's name and official college seal)
  - B. Please read reference forms carefully. Sign the statement on the reverse side of each form and return with the application. **We will send these forms to your references** (cooperating teacher, cooperating principal or supervising professor of student teaching).
  - C. Wait ten working days for in-office processing of your application.
  - D. **Call Fairhill School for an interview.**