

**SUMMER AT THE ACADEMY  
APPLICATION FOR PART-TIME OR SEASONAL EMPLOYMENT (SATA COUNSELOR)**

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Cell Phone Number \_\_\_\_\_ Are you over 18 years old?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you worked here before?  Yes  No

Years working at Summer at the Academy \_\_\_\_\_

T-shirt size: S/M/L/XL (Three provided at no charge)

Summer at the Academy areas of interest (e.g., music, academic, sports, etc)

Age/grade level preference (4-15 Yr Old) \_\_\_\_\_

Do you speak Spanish?  Yes  No

Are you certified in CPR or BLS through the Red Cross?  Yes  No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  Yes  No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

Have you ever been convicted of a misdemeanor or felony? (Conviction will not necessarily disqualify an applicant for employment.)  Yes  No

If yes, describe conditions: \_\_\_\_\_

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with Summer at the Academy?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(OVER)

**WORK HISTORY** May we contact your present employer?  Yes  No

Most Recent Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	
Previous Employer	Address	Telephone
Date Started	Starting Position	
Date Left	Position on Leaving	
Name and Title of Supervisor		
Description of Duties	Reason for Leaving	

**References (3 other than family, include address & phone number)**

1.

2.

3.

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Part-Time or Seasonal Employment are true and complete to the best of my knowledge. I understand, that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Summer at the Academy to make an investigation of any of the facts set forth in this application and release San Antonio Academy of Texas from any liability. I understand that employment at Summer at the Academy is "at-will," which means that either Summer at the Academy or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of San Antonio Academy of Texas, other than the Head of School or the Chief Financial Officer in a signed writing has any authority to alter the foregoing.

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

Return to: Brittany Schrader  
 San Antonio Academy  
 117 E. French Place  
 San Antonio, TX 78212  
[bschrader@sa-academy.org](mailto:bschrader@sa-academy.org)

# **San Antonio Academy of Texas-Summer at the Academy**

## **Counselor- Job Description**

Reports to: Kids' Place Director

Qualifications:

- 18 years of age or older
- Be a high school graduate
- Be able to communicate effectively
- Be able to work with children in a school environment

Counselor Duties:

- Supervise children in the classroom, in the Kids' Place facility, and around campus
- Supervise tables at lunch
- Assist teachers in classrooms when necessary
- Assist with student drop-off and pickup