

**THE BRIARWOOD SCHOOL
EMPLOYMENT APPLICATION PROCESS**

— *Please read carefully* —

BRIARWOOD SCHOOL EMPLOYMENT APPLICATION DOCUMENTS:

- **EMPLOYMENT APPLICATION (4 PAGES)**
- **(4) TEACHER REFERENCE REPORTS (2 PAGES EACH)**

Thank you for your interest in The Briarwood School. Please print the 4-page **Employment Application**. Complete the application and return it as soon as possible. As positions become available, we will be scheduling interviews for applicants whose employment files are complete.

Please print (4) **Teacher Reference Reports**, 2 pages each. Please send these report forms to the references you have listed on your employment application. It is suggested that with each reference form, you enclose a stamped envelope addressed to:

**Carole Wills, Head of School
The Briarwood School
12207 Whittington Drive
Houston, Texas 77077**

Interviews will be scheduled once we have received the Teacher Reference Reports from your references.

We appreciate your efforts in helping us to obtain the information needed for your consideration as a prospective employee.

- THE BRIARWOOD SCHOOL

APPLICATION FOR EMPLOYMENT | TEACHING PROFESSIONALS

PERSONAL DATA

Last Name	First	Middle	Social Security Number ____-____-_____
Name as listed on transcripts (if different from above)			Driver's License Number
Email Address			
Address			Home Telephone Number (____) ____-_____
City/ State		Zip Code	Cell Phone Number (____) ____-_____

POSITION APPLYING FOR:

Special School (ages 5-21)
 Lower School (grades k-6)
 Middle/Upper School (grades 7-12)
 Administration
 Other _____

LIST IN ORDER OF PREFERENCE POSITIONS YOU ARE QUALIFIED TO TEACH:

Level:	Level:	Level:
Subject:	Subject:	Subject:
Highest degree earned: _____ Total years of teaching experience: ____ Public ____ Private		

DATE AVAILABLE FOR EMPLOYMENT: ____/____/____ Mo. Day Year	Have you ever applied for employment with The Briarwood School?	Yes No	IF YES: Date: _____ For what Position: _____
	Have you ever been employed by The Briarwood School?	Yes No	IF YES: Date: From _____ To _____ Position: _____

BACKGROUND INQUIRY AGREEMENT

Have you ever been convicted under the Texas Controlled Substances Act? Yes No

Have you ever been convicted of a criminal offense other than a traffic violation? Yes No

If yes, please explain _____

EDUCATION AND PROFESSIONAL TRAINING

SUPERVISED STUDENT TEACHING				
DATES	From: Mo/Day/Year	To: Mo/Day/Year	Name of School	Telephone Number () - -
	Address		City	State Zip Code
College Supervisor	Telephone Number () -	Cooperating Teacher	Telephone Number () -	Grade/Subject

COLLEGES ATTENDED: list in chronological order, beginning with most recent							
NAME	From: Mo/Yr	To: Mo/Yr	Major Field	Sem. Hrs.	Minor Field	Sem. Hrs.	Degree Earned/Date

Number of semester hours you have earned in:

English _____ Physical Ed. _____
 Math _____ Science _____
 Soc. St. _____ Special Ed. _____

List other subjects in which you have credited semester hours:

Subject _____ Hours _____
 Subject _____ Hours _____
 Subject _____ Hours _____

Number of semester hours earned since receiving degree? _____

Talents/ hobbies _____

Extracurricular activities which you would be interested in directing? _____

Athletic Coach Applicants (list coaching and playing experience by sport in high school and college) _____

TEACHER CERTIFICATION: list current, expired and anticipated certificates			
State	Certificate type and/or endorsements	Date Issued	Expiration Date

Have you completed the TECAT requirement? ___ Yes ___ No **OR** Have you completed the ExCET requirements? ___ Yes ___ No

TEACHING EXPERIENCE (list all contract teaching experience chronologically, beginning with most recent)

Name of District/School		<input type="checkbox"/> Public <input type="checkbox"/> Private	Grade or subject taught or other professional position		
Address	City	State	Zip Code	Length of service From: _____ To: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute
Supervising Administrator	Telephone Number (____) _____ - _____		Email Address		
	Cell Phone Number (____) _____ - _____		Reason for leaving		

Name of District/School		<input type="checkbox"/> Public <input type="checkbox"/> Private	Grade or subject taught or other professional position		
Address	City	State	Zip Code	Length of service From: _____ To: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute
Supervising Administrator	Telephone Number (____) _____ - _____		Email Address		
	Cell Phone Number (____) _____ - _____		Reason for leaving		

Name of District/School		<input type="checkbox"/> Public <input type="checkbox"/> Private	Grade or subject taught or other professional position		
Address	City	State	Zip Code	Length of service From: _____ To: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Substitute
Supervising Administrator	Telephone Number (____) _____ - _____		Email Address		
	Cell Phone Number (____) _____ - _____		Reason for leaving		

Have you ever been discharged or asked to resign from any previous professional position? Yes No

If yes, please explain: _____

HANDWRITTEN STATEMENT

Please complete a brief handwritten statement regarding what courses have been most helpful in your professional career. Explain:

REFERENCES

Do you have a placement folder on file at your University? ____ Yes ____ No
 If yes, please provide the name/address of University.

_____ Name as listed at Placement Office

List names of the most recent principals or supervisors who know of your work professionally or of your qualifications for teaching. You may wish to list additional references from department heads, team leaders, professors, etc.

University		

Address		

City	State	Zip Code

Telephone Number		

Name _____ Telephone Number _____	Name _____ Telephone Number _____
Cell Phone Number _____ Email _____	Cell Phone Number _____ Email _____
Position _____	Position _____
Address _____	Address _____
City _____ State _____ Zip Code _____	City _____ State _____ Zip Code _____
Name _____ Telephone Number _____	Name _____ Telephone Number _____
Cell Phone Number _____ Email _____	Cell Phone Number _____ Email _____
Position _____	Position _____
Address _____	Address _____
City _____ State _____ Zip Code _____	City _____ State _____ Zip Code _____

SPECIAL NOTICE TO APPLICANTS

A complete application should include: 1) Transcripts (*copies acceptable*); 2) Handwritten statement; 3) Teacher’s Certificates (*copies acceptable*); 4) Resume (*optional*)

In order for The Briarwood School to obtain information regarding my competency for the position for which I am applying, I hereby authorize its agents to conduct Education, Work History, Personal Reference, Court, Criminal, Police or FBI Records, Medical History, Military Service History, etc. Additionally, I authorize those persons contacted to release the information requested by said agents and waive my right to access those records.

I hereby affirm that the information herein is complete and accurate. I understand that any willful falsification and/or omission of information will be just cause for rejection of my application or dismissal in the event I am hired. Furthermore, it is understood that this application and records become the property of The Briarwood School. I further agree to observe all rules, regulations, and policies of this school if employed.

Date _____ Signature _____

Thank you for applying to The Briarwood School. To avoid delays, please mail your complete and accurate application to:

THE BRIARWOOD SCHOOL/ DIRECTOR OF PERSONNEL
 12207 Whittington Drive | Houston, Texas 77077

TEACHER REFERENCE REPORT

I, the undersigned, give The Briarwood School authorization to contact this reference. I hereby authorize all persons, schools, companies, corporations, law enforcement agencies, and the Industrial Accident Board to release any information contained in my employment records, school records, criminal records, and Worker's Compensation records to The Briarwood School. I do release them from any liability and responsibility arising from their doing so. I am willing that a true copy of this authorization be accepted with the same authority as the original.

Date _____ Applicant Signature _____

Reference's Name: _____	Title: _____
Address: _____	
Telephone: _____	Fax #: _____
Cell Phone: _____	Email: _____
Applicant's Name: _____	
Social Security #: _____	
Re: _____	Position Applying For: _____

Please use the following scale to rate this applicant. Indicate your confidential rating of the applicant's qualifications as listed below by placing a circle around your choice of numbers.

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

Please circle your choice:	Specific Comments:
Character and moral standards 0 1 2 3 4 5	
Emotional Stability 0 1 2 3 4 5	
Command of subject matter 0 1 2 3 4 5	
Ability to motivate students 0 1 2 3 4 5	
Ability to evaluate students 0 1 2 3 4 5	
Open and flexible teaching personality 0 1 2 3 4 5	
Maturity of judgement/ability to make realistic decisions 0 1 2 3 4 5	
Innovative - Abreast of current trends and methods 0 1 2 3 4 5	

Please use the following scale to rate this applicant. Indicate your confidential rating of the applicant's qualifications as listed below by placing a circle around your choice of numbers.

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

Please circle your choice:	Specific Comments:
Classroom management-discipline 0 1 2 3 4 5	
Lesson Preparation 0 1 2 3 4 5	
Fair and just attitude in dealing with students 0 1 2 3 4 5	
Rapport with: Peers 0 1 2 3 4 5 Parents 0 1 2 3 4 5 Administrators 0 1 2 3 4 5	
Response to supervision 0 1 2 3 4 5	
Health 0 1 2 3 4 5	
Appearance-grooming 0 1 2 3 4 5	
General teaching results 0 1 2 3 4 5	
General estimate of this person 0 1 2 3 4 5	

Additional Comments: _____

Between what dates have you known the applicant's work? From ____/____/____ To ____/____/____

What position did the applicant then occupy? _____

If considering this person for a position, would you
 _____ Employ without question _____ Consider strongly _____ Not consider for employment

Date _____ Signature _____