



HOLY INNOCENTS'
EPISCOPAL SCHOOL

Protect Yourself from Employment Scams

Thank you for your interest in a career at Holy Innocents' Episcopal School. With the recent rise in employment scams, we want to help you make sure you're not receiving a fraudulent job offer. Individuals claiming to represent Holy Innocents' Episcopal School, who are not authorized to act on our behalf, have been setting up interviews and extending fraudulent employment offers.

Such actions are presumably intended to defraud or obtain personal information from the victims. The activities of these individuals involve criminal and civil liabilities. While we are taking this matter seriously and conducting further research into this, it is often difficult to locate and prosecute these individuals.

Look for these warning signs of recruitment fraud:

- The email is not sent from an official Holy Innocents' Episcopal School email address but from a free email service such as Hotmail, Gmail, Outlook, Yahoo, etc.
- You are offered the position without visiting the campus or meeting with an HIES employee in person.
- You are asked for private or confidential information.
- You are offered money or a check to process before or after being interviewed.
- You are requested to pay a fee.
- You are requested to complete fake recruitment documentation, such as an application or employment visa forms. (The Holy Innocents' Episcopal School name and logo could be counterfeit and featured on the documentation without authority.)
- The individual insists on urgency.
- Communications and other "official" documents have grammatical errors and misspellings.

Communication regarding job offers will be sent directly from a Holy Innocents' Episcopal School Recruiter. If you receive a request, either in writing (e.g., email or text) or verbally, for an interview or a job offer that you believe is or might be fraudulent or suspicious, please disregard them.

We sincerely regret any inconvenience caused by these individuals that are beyond our control, and under no circumstances can we be considered liable for any loss or inconvenience resulting from these unauthorized persons and activities.

If you are contacted by any individual claiming to be from Holy Innocents' Episcopal School and want to check on the authenticity of the claim, please send details to humanresources@hies.org and request a callback. We will reach out to you within 2 business days and confirm if you have been contacted by a legitimate Holy Innocents' Episcopal School employee.

If you suspect you've received a fraudulent job offer, please visit [ReportFraud.ftc.gov](https://www.ftc.gov/ReportFraud) or call the FTC at 1-877-382-4357 to report it.