



### **All Saints' Episcopal School Online Employment Application for Faculty and Staff**

1. Applicants must complete an Online Application, Cover Letter and Resume for each position applying for to complete the application process. See full position announcements as additional application materials may be required. Application materials become the property of All Saints Episcopal School.
2. Applicants must submit all requested application materials and meet all required to be considered for a position. Complete applications must be submitted by midnight on the closing date of the position. Late or incomplete applications will not be considered. Meeting the required qualifications does not guarantee an interview or successful completion of the application process.
3. Only applicants selected for an interview will be contacted by Human Resources or the hiring department. Information regarding the status of a position will be provided via your online applicant login access. Applicants who are interviewed and not selected will be notified by Human Resources or the hiring department when the position has been filled.
4. The School will conduct interviews, background and reference checks, employment and education verification, and other selection criteria on final candidates. For positions requiring a pre-employment examination, final hiring approval depends upon examination results. Verification of employment eligibility as specified by the Bureau of Citizenship and Immigration Services is required of all new employees. Your application, an interview, or a job offer should not be considered employment contracts for any period of time, or a guarantee of any particular rules, policies, procedures, or terms and conditions of employment. Applicants with disabilities needing reasonable accommodations to complete the application or hiring process should contact Human Resources 817-935-2217.

*All Saints provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*