



## **Professional Employment Application**

Thank you for your interest in employment with United Day School. United Day School seeks dedicated professionals committed to academic excellence, character development, and the growth of each student.

United Day School accepts employment applications throughout the year. Applications are reviewed as staffing needs arise. Submission of an application does not guarantee an interview or employment.

## **Application Guidelines**

- Applications remain active for six (6) months from the date of submission.
- To remain under consideration beyond this period, an updated application must be submitted.
- Incomplete applications will not be processed.

## **Required Application Materials**

- Completed Professional Employment Application
- Three (3) Professional Reference Forms from current or former supervisors
- Official college or university transcript(s) with degree posted
- Foreign credentials must be evaluated by a TEA-approved evaluation service (if applicable)
- Texas Teaching Certificate and/or acceptance letter from an Educator Preparation Program (EPP), if applicable
- Teacher Service Record (if applicable)
- Resume (recommended)

### Personal Information

Legal Name:		
Last	First	Middle
Address:		
City	State	Zip Code:
Phone Number:		
Email Address:		
Date Available for Employment:		

### Position Interest

Indicate areas of interest:

- |                                      |  |                                       |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> PreK-Kinder | <input type="checkbox"/> Grades 1-2    | <input type="checkbox"/> Grades 3-5   |
| <input type="checkbox"/> Grades 6-8  | <input type="checkbox"/> Administrator | <input type="checkbox"/> Counselor    |
| <input type="checkbox"/> Librarian   | <input type="checkbox"/> Nurse         | <input type="checkbox"/> Other: _____ |

### Educational Background

College/University:
Degree Earned:
Major/Minor:
Graduation Date:

### Certification / Licensure

Type of Certificate/License:
State Issued:
Expiration Date:
Teaching Field(s):

### Professional Experience

Employer:
Position Held:
Dates Employed:
Supervisor:
Reason for Leaving:

### Criminal History Disclosure

Have you ever been convicted of, pled guilty/no contest to, or received deferred adjudication for a felony or offense involving moral turpitude?

☐ Yes ☐ No

If yes, please explain:

### Personal Statement

Please describe your interest in employment with United Day School and your educational philosophy (attach separate page).

### Verification & Signature

**I certify that the information provided is true, complete, and accurate to the best of my knowledge. I understand that falsification or omission of information may result in disqualification or termination.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### UDS Human Resources Office Use Only

<b>Criminal History</b>	<b>Certification/License</b>
<b>Professional References</b>	<b>Assignment</b>
<b>Interviewed date:</b>	<b>Approved:</b>