

# Sunshine Cottage

A Listening and Spoken Language School for Deaf Children

Today's Date: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

To be considered an applicant, you must complete this form. Please attach your resume. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for your signature.

### Personal Information:

Name: \_\_\_\_\_  
Last First Middle Other names used

Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cell Work

Email address: \_\_\_\_\_

### Position for which you are applying:

Position: \_\_\_\_\_  Full-time  Part-time Available start date: \_\_\_\_\_

Are you currently employed?  Yes  No

Are you legally eligible to work in the United States?  Yes  No  
*(Federal Law requires proof of identity and employment authorization for all new employees.)*

Can you travel if the job requires it?  Yes  No

Do you have a valid drivers license?  Yes  No State \_\_\_\_\_

### Education & Training:

School	Name	Location	Dates Attended From / To	Diploma/Degree Major	Yr. Graduated
High School					
College					
University					
Other (Business, Vocational / Military)					

Teaching Certificate: Number \_\_\_\_\_ Subject \_\_\_\_\_ State Granted \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor, including minor traffic offenses that would be considered minor misdemeanors?  Yes  No

*Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, date, circumstances, and relevance of the offense for the position to which you are applying will be taken into consideration. False or incomplete information will be grounds for termination. Your employment is contingent upon satisfactory completion of a background check that is required of all employees.*

*If yes, please provide dates of conviction, disposition of the case(s) and be prepared to explain.*

\_\_\_\_\_  
 \_\_\_\_\_

**Employment History:**

*Please start with the most recent. If applicable, please include part-time employment held while obtaining degree. Use additional paper if necessary (attach resume).*

Most Recent Employer: \_\_\_\_\_ Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Position Held: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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

Next Employer: \_\_\_\_\_ Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Position Held: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Next Employer: \_\_\_\_\_ Employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Position Held: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

<b>Technology Skills:</b> <i>List/or circle all skills &amp; software applications in which you are proficient.</i>						
Microsoft Office	Word Processing	Excel	Power Point	InDesign	Adobe	Copier
Scanner	Internet	Blackbaud	Phone Systems	Mac / PC	Payroll	

**Teachers who are considered for an interview must be prepared to submit a concise portfolio of their work.**

1. Please provide a short description of your personal philosophy as an educator.

**Of the following (#'s 2 through 6), please select two and complete.**

- 2. In the areas of Elementary and Early Childhood, please provide a weekly lesson plan to include language targets.
- 3. Samples from two subject areas that reflect your approach to assessing student learning.
- 4. A written self evaluation of a lesson comparing what went well and what could be improved.
- 5. A brief description of your ideal classroom. Please focus on the overall layout of the classroom, your role within, and the various resources that would be available. Please provide insights into your choices.
- 6. As an educator, what are your strengths and what area needs improvement?

**Professional References:**

*Please provide three (3) names.*

Name: \_\_\_\_\_  
Last First Middle Other names used

Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cell Work

Connection to you (i.e. direct supervisor, co-worker): \_\_\_\_\_

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Name: \_\_\_\_\_  
Last First Middle Other names used

Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cell Work

Connection to you (i.e. direct supervisor, co-worker): \_\_\_\_\_

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Name: \_\_\_\_\_  
Last First Middle Other names used

Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cell Work

Connection to you (i.e. direct supervisor, co-worker): \_\_\_\_\_

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I certify that the information provided on this application is truthful and accurate and that it fairly represents my work history. I understand that omissions or falsehoods on this application may prevent my application from being reviewed. I authorize Sunshine Cottage School for Deaf Children to obtain information about my criminal records, if any, from the appropriate law enforcement agency. I also authorize the school to obtain information from my prior employers and schools to investigate information provided in my application, and to contact others listed on my employment application about my work history, education, and qualifications for employment.

I understand and agree that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at any time, and that this employment application does not constitute an employment contract/agreement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Nondiscrimination Policy:** Sunshine Cottage School for Deaf Children does not discriminate on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, marital status or disability. All qualified applicants will be considered for available job opening, and final decisions will be based on job-related factors.

**Mail the completed application, together with attachments to:**

Sunshine Cottage School for Deaf Children  
Human Resources  
603 E. Hildebrand Ave.  
San Antonio, Texas 78212-2693

**Sunshine Cottage**

**SCHOOL FOR DEAF CHILDREN**

603 E. Hildebrand Ave. • San Antonio, Texas 78212-2693  
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