



# CISTERCIAN PREPARATORY SCHOOL

3660 CISTERCIAN ROAD  
IRVING, TEXAS 75039-4599  
P.O. BOX 140699  
IRVING, TEXAS  
469-499-5400

## EMPLOYMENT APPLICATION

*Cistercian Preparatory School makes employment decisions without regard to  
race, color, religion, age, national origin, disability or veteran status.*

Date \_\_\_\_\_ Position Desired \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City Zip

Telephone # \_\_\_\_\_ Social Security # \_\_\_\_\_

Place of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ D.L. Class \_\_\_\_\_

Are you capable of performing the duties of the job for which you are applying?  Yes  No

Are you authorized to work in the United States on an unrestricted basis?  Yes  No

Have you ever been charged with a misdemeanor or a felony?  Yes  No

If yes, describe the circumstances on a separate sheet.

EDUCATION	NAME AND LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/ University				
College/ University				
Other				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with Cistercian Preparatory School? (e.g. state bus driver certification)

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**WORK HISTORY**

May we contact your present employer?

 Yes No**Most Recent Employer**

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Left \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Ending Position \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Description of Duties \_\_\_\_\_

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

**Previous Employer**

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Left \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Ending Position \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Description of Duties \_\_\_\_\_

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

**Previous Employer**

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Left \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Ending Position \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Description of Duties \_\_\_\_\_

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

**Previous Employer**

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Left \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Ending Position \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Description of Duties \_\_\_\_\_

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

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in the Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Cistercian Preparatory School to make an investigation of any of the facts set forth in this application and release Cistercian Preparatory School from any liability.

I understand that employment at Cistercian Preparatory School is "at-will," which means that either Cistercian Preparatory School or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of Cistercian Preparatory School, other than the Headmaster in a signed writing has any authority to alter the foregoing.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

## **Cistercian Preparatory School Faculty & Staff References**

Name \_\_\_\_\_

### ***Contact information for 2 personal references (non-immediate family):***

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**AUTHORIZATION FOR RECORDS CHECK AND RELEASE OF RECORDS**

The undersigned has applied for employment or volunteer work with Cistercian Preparatory School, a private school in Irving, Texas. I hereby authorize the release of any information or records held by any law enforcement agency or records-maintenance agency to Cistercian Preparatory School or its agent. This authorization expressly includes, but is not limited to, records or information pertaining to any criminal convictions, charges, or inquiries. I further authorize Cistercian Preparatory School to regularly process complete or partial updates of this information, as necessary, according to the schedules expressed in the School's Child Abuse Policy.

I further state that this authorization has been carefully read, and I fully understand the contents thereof, and have signed the same as my own free act. By signing below I hereby agree to release and hold harmless Cistercian Preparatory School for any action taken pursuant to this Authorization. I authorize Cistercian Preparatory School to rely on any information obtained pursuant to this Authorization in determining whether or not to offer me employment, whether gainful or volunteer, with the school.

Date: \_\_\_\_\_ Printed Full Name: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

I certify that all of the information above is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_