



SAN MARCOS ACADEMY

Application For Employment

2801 RR 12, San Marcos, TX (512) 353-2400 FAX (512) 753-8031, humanresources@smabears.org

In order to be considered for a position at San Marcos Academy, you must return this completed form, including statement of faith and release authorization. *If you are applying for a faculty position, please include an official college transcript, and a copy of your current teaching certificate.*

* * * * *

San Marcos Academy is an accredited Christian school under the auspices of the Baptist General Convention of Texas (BGCT). Because of the unique and special nature of the Academy's mission, employees are expected to profess a belief in and commitment to Jesus Christ as Lord and Savior. Conduct that brings embarrassment to the Academy, impedes its credibility, or is inconsistent with a lifestyle normally expected of the Baptist denomination and other Christian faiths is unacceptable. Examples of such conduct include, but are not limited to, the use of or involvement in illegal drugs, profanity, promiscuity, or premarital or extra-marital sex, cohabitation apart from the marriage relationship, homosexual behavior, or interests or pursuits which, in the judgment of the Academy's administration, would be considered incompatible with the Academy's mission. San Marcos Baptist Academy does not discriminate on the basis of sex, age, race, color, disability, or national origin.

I have read, and agree that, should I be offered employment at SMA, I will abide by the guidelines listed above.

Signature of Applicant Date

Position for which you are applying: _____

* * * * *

APPLICANT INFORMATION:

Full Name (First, Middle, Last)

Your E-mail Address () Home Phone Number () Cell Phone Number

Street Address: _____

City, State, Zip Code: _____

Church Membership: _____

Emergency Contact: _____ Relationship _____

Phone #: _____ Alternate Phone# _____

APPLICANT INFORMATION (cont):

Are you available to work: Full Time: _____ Part Time: _____ Shift Work: _____ Temporary: _____

Have you ever filed an application with SMA before? _____ If yes, list date _____

Have you been employed by SMA in the past? _____ If yes, list dates _____

Do you have any friends or relatives presently or formerly employed by the Academy? _____ If yes, please identify by name and relationship. _____

Are you eligible to be lawfully employed in this country due to Visa or Immigration Status? _____

Are you currently on lay-off status? _____

Can you travel if a job requires it? _____

Have you ever been fired or asked to resign in lieu of being fired? _____ If yes, please explain:

Other than minor traffic violations, have you ever been arrested for, charged with, convicted of, placed on probation for, or given deferred adjudication for any criminal offense, whether in this state or elsewhere? If so, please provide details as to the specific offense; what city and state where the offense occurred; the date of the offense; the date of any arrest, conviction.

Have you ever been known by another name? _____ If yes, please list all other names (including

maiden name): _____

EMPLOYMENT EXPERIENCE (LIST ALL CURRENT AND FORMER EMPLOYMENT BEGINNING WITH YOUR CURRENT EMPLOYER)

1. _____
NAME OF EMPLOYER _____ Dates employed

_____ Supervisor
Job Title

Address of Employer (Street, City, State, Zip Code)

() _____
Telephone Number Beginning Hourly Rate/ Salary Ending Hourly Rate/ Salary

Job Duties: _____

Reason for leaving, and how many days did you work after giving notice of leaving? _____

Were you ever disciplined, warned, or counseled about your job performance, attendance or any other work-related matter by this employer? _____ If yes, please explain the circumstances.

If you are currently working, may we contact your current supervisor? _____

2. _____
NAME OF EMPLOYER _____ Dates employed

_____ Supervisor
Job Title

Address of Employer (Street, City, State, Zip Code)

() _____
Telephone Number Beginning Hourly Rate/ Salary Ending Hourly Rate/ Salary

Job Duties: _____

Reason for leaving, and how many days did you work after giving notice of leaving? _____

Were you ever disciplined, warned, or counseled about your job performance, attendance or any other work-related matter by this employer? _____ If yes, please explain the circumstances.

May we contact this employer? Yes_____ No_____

3. _____
NAME OF EMPLOYER _____ **Dates employed** _____

_____ **Job Title** _____ **Supervisor** _____

_____ **Address of Employer (Street, City, State, Zip Code)** _____

() _____
Telephone Number _____ **Beginning Hourly Rate/ Salary** _____ **Ending Hourly Rate/ Salary** _____

Job Duties: _____

Reason for leaving, and how many days did you work after giving notice of leaving? _____

Were you ever disciplined, warned, or counseled about your job performance, attendance or any other work-related matter by this employer? _____ If yes, please explain the circumstances.

May we contact this employer? Yes_____ No_____

4. _____
NAME OF EMPLOYER _____ **Dates employed** _____

_____ **Job Title** _____ **Supervisor** _____

_____ **Address of Employer (Street, City, State, Zip Code)** _____

() _____
Telephone Number _____ **Beginning Hourly Rate/ Salary** _____ **Ending Hourly Rate/ Salary** _____

Job Duties: _____

Reason for leaving, and how many days did you work after giving notice of leaving? _____

Were you ever disciplined, warned, or counseled about your job performance, attendance or any other work-related matter by this employer? _____ If yes, please explain the circumstances.

May we contact this employer? Yes _____ No _____

Please account for all periods of unemployment (of four weeks or more since you left high school) by noting the dates of unemployment and what you were doing during that time.

EDUCATIONAL AND PROFESSIONAL TRAINING:
NAME OF HIGH SCHOOL (Include City and State):

| | | |
|-------|---------------------|-------------------|
| _____ | _____ | _____ |
| | Years Completed | Diploma Received? |
| _____ | Last Year Attended: | _____ |

COLLEGE/ UNIVERSITY:

| | | |
|--|-----------------|--------------------|
| (1) _____ | _____ | _____ |
| Name of school, including city and state | Years Completed | Year last attended |

| | |
|-----------------------------------|-------------------|
| _____ | _____ |
| Area of Study and Degree Received | Diploma received? |

| | | |
|--|-----------------|--------------------|
| (2) _____ | _____ | _____ |
| Name of school, including city and state | Years Completed | Year last attended |

| | |
|-----------------------------------|-------------------|
| _____ | _____ |
| Area of Study and Degree Received | Diploma received? |

| | | |
|--|-----------------|--------------------|
| (3) _____ | _____ | _____ |
| Name of school, including city and state | Years Completed | Year last attended |

| | |
|-----------------------------------|-------------------|
| _____ | _____ |
| Area of Study and Degree Received | Diploma received? |

Do you have any special skills, training, apprenticeship or extra-curricular activities that would apply to the job for which you are an applicant?

Please describe below any additional education, training or qualifications which you possess which you

believe may assist the Academy in evaluating your application. _____

Do you consider yourself a positive role model? Yes_____ No_____

PERSONAL REFERENCES:

Please give at least two personal references. Please do not list members of your family:

(1) _____ () _____
Name of Reference Phone Number

Relationship to Applicant Number of years known

(2) _____ () _____
Name of Reference Phone Number

Relationship to Applicant Number of years known

STATEMENT OF FAITH:

In your own handwriting, please present a statement of your faith. Be specific about how and when you became a Christian and your personal relationship with Jesus Christ.

Signature of Applicant

You may choose to set an appointment with the supervisor of the position for which you are applying in order to further discuss any answers on this application.



**SAN MARCOS ACADEMY
CONSENT TO SMBA POLICIES AND RELEASE OF INFORMATION**

Should my application be accepted, I agree to be bound by the Policies of the Academy which are adopted and which are updated from time to time, and to refrain from unscriptural conduct in the performance of my services on behalf of the school. I have read, understand, and support the Academy's Guidelines for Appropriate Conduct of Faculty and Staff (see attached).

I understand that the Academy desires to protect its students and therefore give my permission for the Academy to conduct a criminal background check on me.

I understand that if I am employed, I will be an at-will employee unless the Academy and I enter into a contract of employment for a term of time in writing, signed by me and by the President of the Academy. I further understand that as an at-will employee I may terminate my employment at any time and the Academy may terminate my employment at any time, without cause.

I understand that in the event I am employed, my compensation, hours of service, assignment and, if necessary, re-assignment of duties, and all other terms and conditions of employment are subject to modification or change at the Academy's discretion.

I understand that, if employed, any misrepresentation made by me in the completion of this application shall be considered as sufficient cause for my dismissal without advanced notice.

The information contained in this application is correct to the best of my knowledge. I authorize the Academy to obtain information from references, employers, and schools listed herein. I also authorize any references, schools, or other organizations or employers listed in this application to give you any information, including opinions, that they may have regarding my character and fitness for the job for which I have submitted this application. In consideration of the receipt and evaluation of this application by the Academy, I hereby release any individual school, children's organization, charity, employer, reference, or any other person or organization, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I further state that I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act. I understand that any misrepresentation or omission of a material fact on my application may result in the rejection of my application.

Finally, if I am employed as an employee who will live on campus, I agree to allow administrative staff or security staff to enter my residence in case of emergency or if there is a suspicion of illegal or illicit activity occurring or having occurred within my residence.

Signature of Applicant

Date



SAN MARCOS ACADEMY

Guidelines for Appropriate Conduct of Faculty/Staff

While acting in your capacity as an employee or volunteer of San Marcos Academy (SMA), the following rules shall apply:

1. Smoking or using tobacco products in the presence of students is prohibited.
2. Illegally using, possessing, or being under the influence of alcohol or illegal drugs shall not occur in the presence of students.
3. Employees and volunteers shall not abuse students by:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a student or any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a student:
 - Sexual advances or sexual activity of any kind between any person and a student;
 - Allowing sexual advances or sexual activity of any kind between students;
 - Infliction or physically abusive behavior or bodily injury to a student;
 - The presence or possession of obscene or pornographic materials at any function of SMA;
4. Employees and volunteers must treat students of all races, religions, and cultures with respect and consideration.
5. Employees or volunteers shall not use or tolerate profanity in the presence of students.
6. Employees and volunteers must be free of physical and psychological conditions that might adversely affect a student's health including, but not limited to, contagious disease.
7. Employees and volunteers will portray a positive role model for students by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
8. Employees and volunteers will be expected to act and react with Christian love and understanding in all situations.
9. Employees and volunteers will do everything in their power to avoid being put in a situation where they are alone with a student.
10. Texas state law requires that all citizens report any suspected abuse or neglect of a child or a youth to age 18 to the Texas Department of Protective and Regulatory Services.

I understand that any violation of this code may be grounds for removal as an employee or volunteer.

Name

Date



SAN MARCOS ACADEMY

AUTHORIZATION FORM FOR CONSUMER REPORTS CRIMINAL RECORDS CHECK

In connection with your rental application, bid or solicitation for a contract, employment application, employment, promotion, reassignment or retention as an employee, consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including, but not limited to consumer credit, criminal records, driving record, education, prior employer verification, employment history including all personnel files, birth records, social security number, date of birth, current and previous residences, character references, worker compensation claims and others. These reports may include experience information along with reasons for termination of past employment. Information from various Federal, State, local and other agencies which contain your past activities will be requested. A consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made.

By signing, you hereby authorize and request, San Marcos Academy, without any reservations, that any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, and other persons or agencies having knowledge about you furnish any and all background information in their possession regarding you, in order that your qualifications may be evaluated. You further authorize ongoing procurement of the above mentioned reports at any time during your employment, contract, or tenancy. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original. You may, upon providing proper identification and paying any legally permissible fees, request that the provider(s) or any consumer or investigative consumer reports provide you with a copy of the information on you in its files at the time of your written request.

By signing below, you hereby authorize, San Marcos Academy, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to you, your heirs, family or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization will be given to you, provided you request it in writing.

Print: Last Name First Middle Suffix (Jr., III, etc.) Month, Day, Year **DOB:** _____

E-Mail Address: _____

Street Address: _____

Social Security No. _____

Driver's License No. _____

Driver's License State: _____

City, State, Zip _____

Gender: M or F (circle one)

Other or Former Names (Maiden, Adoptive, etc.) _____

SIGNATURE: _____

Date: _____



SAN MARCOS ACADEMY

DRUG ABUSE POLICY

Statement of Purpose and Scope

San Marcos Academy recognizes that alcohol and drug abuse in the work place has become a major concern. We believe that by reducing drug and alcohol abuse, we will improve the safety, health and productivity of employees. The object of our drug abuse policy is to provide a safe and healthy work place for all employees, prevent accidents and comply with Section 7.10 of the Texas Workers' Compensation Act.

The use, possession, sale, transfer, purchase or being under the influence of drugs or alcohol by an employee of the Academy or of an Academy contractor at any time on school premises or while on school business is prohibited. The illegal use of any drug or alcohol is prohibited. Employees must not report for duty or be on school property or on school business while under the influence of, or have in their possession while on school property, any drug or alcohol. The Academy reserves the right to enter and search any Academy-owned property if, there is reasonable cause to do so.

Definition of Drug

For the purpose of this policy, the term "drug," wherever it appears in this policy statement, includes alcoholic beverages as well as inhalants and illegal drugs.

Consequences of Violating the Drug Abuse Policy

Violation of this drug abuse policy will result in one of the following forms of corrective action: Immediate discharge, suspension, probation, oral warning, or written warning. In arriving at a decision for proper action, the seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter will all be taken into consideration.

Treatment Programs and Employee Insurance

While we do not sponsor or endorse any specific drug or alcohol treatment programs, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents. The group health insurance offered to employees and their dependents provides limited coverage for expenses related to drug treatment programs; see your supervisor or refer to the plan description for details.

Education and Training Programs

We do not offer, nor require participation in, drug and alcohol abuse education programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

Drug Testing

We do not require drug testing as a condition for employment; however, we reserve the right to conduct drug testing of an employee if conditions warrant.

I HAVE READ AND UNDERSTAND THIS DRUG ABUSE POLICY AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS.

(Printed name of Employee)

(Signature of Employee)

(Date Signed)