

**PERSONAL DATA**

Last Name	First	Middle	Social Security Number - -
Name as listed on transcripts <i>(if different from above)</i>		Email	Driver's License Number
Address			Home Telephone Number
City/ State		Zip Code	Cell Phone

**POSITION APPLYING FOR:**

Tuttle School (*ages 5-21*)  
  Lower School (*grades k-6*)  
  Middle/Upper School (*grades 7-12*)  
 Administration  
  Other \_\_\_\_\_

<b>List in order of preference positions you are qualified to teach:</b>		
Level:	Level:	Level:
Subject:	Subject:	Subject:
Highest degree earned: _____ Total years of teaching experience: _____ Public _____ Private		

DATE AVAILABLE FOR EMPLOYMENT  ____/____/____ Mo. Day Year	Have you ever applied for employment with The Briarwood School?	Yes No	<b>If Yes</b>	Date: For what Position:
	Have you ever been employed by The Briarwood School?	Yes No		Date: From _____ To _____ Position:

**BACKGROUND INQUIRY AGREEMENT**

Have you ever been convicted under the Texas Controlled Substances Act?       Yes     No

Have you ever been convicted of a criminal offense other than a traffic violation?       Yes     No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION AND PROFESSIONAL TRAINING

SUPERVISED STUDENT TEACHING				
DATES	From: Mo/Day/Year	To: Mo/Day/Year	Name of School	Telephone Number
	Address		City	State Zip Code
College Supervisor	Telephone Number	Cooperating Teacher	Telephone Number	Grade/Subject

COLLEGES ATTENDED: list in chronological order, beginning with most recent							
Name	From Mo/Yr	To Mo/Yr	Major Field	Sem. Hrs.	Minor Field	Sem. Hrs.	Degree Earned/Date

Number of semester hours you have earned in:      List other subjects in which you have credited semester hours:

English \_\_\_\_\_ Physical Ed. \_\_\_\_\_      Subject \_\_\_\_\_ Hours \_\_\_\_\_

Math \_\_\_\_\_ Science \_\_\_\_\_      Subject \_\_\_\_\_ Hours \_\_\_\_\_

Soc. St. \_\_\_\_\_ Special Ed. \_\_\_\_\_      Subject \_\_\_\_\_ Hours \_\_\_\_\_

Number of semester hours earned since receiving degree? \_\_\_\_\_

Talents/ hobbies \_\_\_\_\_

Extracurricular activities which you would be interested in directing? \_\_\_\_\_

Athletic Coach Applicants (*list coaching and playing experience by sport in high school and college*) \_\_\_\_\_

TEACHER CERTIFICATION: list current, expired and anticipated certificates			
State	Certificate type and/or endorsements	Date Issued	Expiration Date

Have you completed the TECAT requirement? \_\_\_ Yes \_\_\_ No **OR** Have you completed the ExCET requirements? \_\_\_ Yes \_\_\_ No



## REFERENCES

Do you have a placement folder on file at your University? \_\_\_\_ Yes \_\_\_\_ No  
 If yes, please provide the name/address of University.

Name as listed at Placement Office	Telephone Number
University	Address
	City State Zip Code

List names of the most recent principals or supervisors who know of your work professionally or of your qualifications for teaching. You may wish to list additional references from department heads, team leaders, professors, etc.

Name Telephone Number	Name Telephone Number
Position	Position
Address	Address
City State Zip Code	City State Zip Code
Name Telephone Number	Name Telephone Number
Position	Position
Address	Address
City State Zip Code	City State Zip Code

### SPECIAL NOTICE TO APPLICANTS

A complete application should include: 1) Transcripts (*copies acceptable*); 2) Handwritten statement; 3) Teacher's Certificates (*copies acceptable*); 4) Resume (*optional*)

In order for The Briarwood School to obtain information regarding my competency for the position for which I am applying, I hereby authorize its agents to conduct Education, Work History, Personal Reference, Court, Criminal, Police or FBI Records, Medical History, Military Service History, etc. Additionally, I authorize those persons contacted to release the information requested by said agents and waive my right to access those records.

I hereby affirm that the information herein is complete and accurate. I understand that any willful falsification and/or omission of information will be just cause for rejection of my application or dismissal in the event I am hired. Furthermore, it is understood that this application and records become the property of The Briarwood School. I further agree to observe all rules, regulations, and policies of this school if employed.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\* Please print four **Teacher Reference Reports** to send to the references you have listed on your employment application. It is suggested that with each reference form, you enclose a stamped envelope addressed to **The Briarwood School**.

Thank you for applying to The Briarwood School. To avoid delays, please mail or fax (281.493.1343) your complete and accurate application to:

**The Briarwood School - Director of Personnel**  
 12207 Whittington Drive | Houston, Texas 77077



Please use the following scale to rate this applicant. Indicate your confidential rating of the applicant's qualifications as listed below by placing a circle around your choice of numbers.

0 - Unknown    1 - Unsatisfactory    2 - Below Expectations    3 - Satisfactory    4 - Exceeds Expectations    5 - Outstanding

Please circle your choice:	Specific Comments:
Classroom management-discipline                      0 1 2 3 4 5	
Lesson Preparation    0 1 2 3 4 5	
Fair and just attitude in dealing with students                      0 1 2 3 4 5	
Rapport with: Peers    0 1 2 3 4 5 Parents    0 1 2 3 4 5 Administrators    0 1 2 3 4 5	
Response to supervision    0 1 2 3 4 5	
Health    0 1 2 3 4 5	
Appearance-grooming    0 1 2 3 4 5	
General teaching results    0 1 2 3 4 5	
General estimate of this person    0 1 2 3 4 5	

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Between what dates have you known the applicant's work? From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

What position did the applicant then occupy? \_\_\_\_\_

If considering this person for a position, would you  
 \_\_\_\_\_ Employ without question    \_\_\_\_\_ Consider strongly    \_\_\_\_\_ Not consider for employment

Date \_\_\_\_\_ Signature \_\_\_\_\_