



# Frederica Academy

A Coeducational College Preparatory School

200 Murray Way • St.Simons Island • Georgia 31522 • [www.fredericaacademy.org](http://www.fredericaacademy.org) • 912-638-9981 Fax 912-638-1442

## EMPLOYMENT APPLICATION

Frederica Academy complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the hiring coordinator in order to arrange such an accommodation.

We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state, or local law.

You may submit a copy of a current resume; however an application must be completed in full in order to be considered for employment.

\_\_\_\_\_  
Date of

\_\_\_\_\_  
Date Available for

Position applying for (*check one*):

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Full-time Faculty | <input type="checkbox"/> Extended Day Program | <input type="checkbox"/> Part-time Faculty | <input type="checkbox"/> Teacher Substitute |
| <input type="checkbox"/> Teacher Assistant | <input type="checkbox"/> Athletics/Coach      | <input type="checkbox"/> Full-time Staff   | <input type="checkbox"/> Part-time Staff    |

Specific position applying for: \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Email Address

Have you ever filed an application with us before?

Yes No

If yes, give date \_\_\_\_\_

Have you ever been employed with us before?

Yes No

If yes, give date \_\_\_\_\_

Are you currently employed?

Yes No

If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States?

Yes No

*\*Should you be offered a job, you will be required to show proof of employment authorization.*

**FACULTY APPLICATIONS ONLY** *(Staff applications please go to "Education" section.)*

If offered employment by Frederica Academy, faculty members must furnish an official copy of all transcripts. If applying for a substitute, position, only the Employment Application is required.

Independent schools seek people accomplished in specific academic areas as well as other areas of school life. Please list any areas where you will be willing to serve and how much proficiency/experience you have in those areas. *(Examples include, but are not limited to, yearbook, clubs, etc.)*

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Recent Professional workshops, conferences, or other professional development activities:

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Recent reading *(professional)*:

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Professional organizations of which you are a member:

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Special professional honors or achievements:

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**EDUCATION – ALL APPLICANTS** *(If providing a resume, please list here also)*

Name	Address	Academic Major	Degree Received
High School			
Undergraduate			
Graduate			
Graduate (other)			
Technical/Vocational			
Other/Additional			

## EMPLOYMENT EXPERIENCE

Please provide information concerning your work history by filling this section out completely. List present or most recent job first. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying. *(If more space is needed, write on a separate page)*. You may attach a resume in addition to completing the following but you must still fill out the following. Please provide an explanation for any gaps in employment history. *\*Please circle the name of any employer or supervisor whom you do not want contacted at this time.*

**Employer** \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Job Title and Duties \_\_\_\_\_  
Supervisor and Supervisor's Email \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Job Title and Duties \_\_\_\_\_  
Supervisor and Supervisor's Email \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Job Title and Duties \_\_\_\_\_  
Supervisor and Supervisor's Email \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year  
Address \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Job Title and Duties \_\_\_\_\_  
Supervisor and Supervisor's Email \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Have you ever been terminated or asked to resign from employment? Yes No  
If yes, which employer and why? \_\_\_\_\_

Is there any additional information we should be aware of that if discovered while you were employed at Frederica Academy, would reflect discredit upon Frederica Academy? Yes No  
If yes, please describe. \_\_\_\_\_

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## TEACHING OR EMPLOYMENT REFERENCES

Please give three references that are not related to you but were former or current employers or persons who could discuss your ability to succeed in the position that you are applying for at Frederica Academy. Faculty applicants, please place an asterisk to those who have seen you teach.

Name	Position	Phone	Email	Address

## APPLICANT'S ACKNOWLEDGEMENT – READ CAREFULLY BEFORE SIGNING

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Frederica Academy to investigate any information, including, but not limited to, my employment history, educational background, driving record, credit history and record of criminal convictions that it believes is relevant to my employment application. I hereby release Frederica Academy and its agents of any liability arising there from.

My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from Frederica Academy. I hereby release them and Frederica Academy and its agents from all liability arising there from.

I understand that an offer of employment by Frederica Academy is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history/background check. I understand that false information; omissions or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire, or discharge in the event of employment.

I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that all employees, except faculty and exempt staff, are at-will and do not have a contract for employment nor a guarantee of employment. Faculty and exempt staff receive employment contracts. No supervisor or other representative of the School (except the Headmaster and those that the Headmaster designates) has the authority to enter into any agreement for employment for any specified period of time. For a list of supervisors, other than the Headmaster, currently designated to have the authority to enter into employment agreements, please check with the Director of Human Resources.

The School is an Equal Opportunity Employer, and shall treat all employees and applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

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Signature

Print Name

Date