



MACCLAY SCHOOL

3737 N. Meridian Rd./Tallahassee FL, 32312 | www.macclay.org | (850) 893-2138 | Fax: (850) 893-7434

APPLICATION FOR EMPLOYMENT

Name: _____
Last First Middle

Present Address: _____ How long have you lived there? _____
Street and # City/State Zip Years Months

Previous Address: _____ How long have you lived there? _____
Street and # City/State Zip Years Months

Telephone Number: _____ Email Address: _____ Are you 18 years of age? [] Yes [] No

I am applying for (check all that apply): [] Substitute position [] Full time position

What division(s): [] PreK [] Lower School [] Middle School [] Upper School

In what area(s) (check all that apply): [] Any [] Math [] Science [] History [] Foreign Language [] Arts [] English [] Physical Education [] Other

Most recent teaching certificate: State: _____ Expiration Date: _____ Type: _____

Number of Florida Certificate (valid or expired): _____ Rank: _____ Date of Issue: _____

Have you ever worked for this school before? [] Yes [] No

If yes, please give dates and position: _____

Do you have any friends or relatives working here? [] Yes [] No

If yes, Name: _____ Relationship: _____

Have you ever plead guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, permission deferred, or do you have any criminal charges pending? [] Yes [] No

If yes, please give date and details of each: _____

PREVIOUS EMPLOYMENT

Please list the names of your previous or present employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including any periods of unemployment.

1. _____
Present of past employer: Address: City/State/Zip: Phone
From: _____ To: _____ Pay: _____ Postion: _____ Supervisor: _____

2. _____
Present of past employer: Address: City/State/Zip: Phone
From: _____ To: _____ Pay: _____ Postion: _____ Supervisor: _____

3. _____
Present of past employer: Address: City/State/Zip: Phone
From: _____ To: _____ Pay: _____ Postion: _____ Supervisor: _____

Have you ever been terminated? [] Yes [] No If yes, please explain circumstances: _____

Please explain fully any gaps in employment: _____

EDUCATION

	<i>School Name/Location</i>	<i>Years completed</i>	<i>Degree</i>	<i>Study or major</i>
Elementary				
High School				
College/University				
Graduate/Professional				
Trade/Correspondence				
Other				

PERSONAL REFERENCES (No Relatives)

<i>Name</i>	<i>Relationship</i>	<i>Address</i>	<i>Phone</i>

This application will be considered active for one (1) year. If you wish to be considered for employment after that time you must reapply.

I HEREBY CERTIFY that all of the information that I have provided in this application is true and accurate.

Date

Signature of Applicant

This company is an equal opportunity employer and does not discriminate because of race, color, religion, sex, age, citizenship, marital status, disability, or national origin.

EQUAL OPPORTUNITY EMPLOYER APPLICANT'S STATEMENT

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will, at any time, with or without reason, and Maclay School has the same right. No one other than the Head of School of Maclay School has authority to modify this relationship or make any agreement to the contrary. Any such modification agreement must be in writing.

I understand that Maclay School reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that Maclay School may contact my previous employers, and I authorize to those employers to disclose to Maclay School all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to Maclay School. I also authorize Maclay School to provide truthful information concerning my employment with it to my future prospective employers, and I agree to hold it harmless for providing such information.

I further understand that if employed I will be on a 90-day introductory period, and that termination for unsatisfactory performance during that period will not result in any school responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if employed, my employment will be for no definite period and is "at-will."

By signing this application, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am employed and any information is found out to be false or misleading in any respect, I will be dismissed.

I certify that I have received a written notification that Maclay School may obtain a consumer report or reports on me. I authorize Maclay School to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at anytime during my employment. I understand that the term "consumer report" includes, but is not limited to credit checks, criminal background checks, Department of Motor Vehicle reports.