



ST. PAUL'S
EPISCOPAL DAY SCHOOL

St. Paul's Episcopal Day School Application for Employment

St. Paul's Episcopal Day School prohibits discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, veteran status, or sexual orientation.

St. Paul's Episcopal Day School is committed to equal employment opportunity in all aspects of employment including, but not limited to, hiring, promotion, salary, other compensation and benefits, other terms and conditions of employment, and discharge.

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|--|--|---|--------------|--|
| Position Applying For: | | Name (Last, First, Middle): | | |
| Street Address: | | City, State & Zip: | | |
| Email Address: | Home Phone: | Work Phone: | Other Phone: | |
| Are you eligible to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Are you 18 years of age or older? | <input type="checkbox"/> Yes <input type="checkbox"/> No | How did you hear about the position? | | |
| Are you related to any current St. Paul's Episcopal Day School employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, their name & their relationship to you? | | |

Education

| Name of School: | City/State | Did you graduate? | Degree received | Major |
|-----------------|------------|--|-----------------|-------|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

TEACHING CERTIFICATE/LICENSE IF APPLICABLE:

| Type of License | Endorsed Area(s) | State of Licensure | Licensure# |
|-----------------|------------------|--------------------|------------|
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NUMBER OF UNDERGRADUATE/GRADUATE HOURS IN TEACHING AREA(S):

| Teaching Area/Subject | #of Undergraduate Hours | #of Graduate Hours |
|-----------------------|-------------------------|--------------------|
| | | |
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| | | |

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant Computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert):

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying:

TEACHING EXPERIENCE: (starting with most recent position)

| School | City/State | Subject/Grade | Dates | Supervisor |
|--------|------------|---------------|-------|------------|
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| | | | | |

REASON FOR LEAVING PRESENT POSITION? _____

DOES YOUR EMPLOYER KNOW YOU WILL NOT RETURN? _____

ARE WE FREE TO CONTACT YOUR PRESENT EMPLOYER? _____

OTHER WORK EXPERIENCES:

| Job Title | Dates | Company/Location | Supervisor | Phone |
|-----------|-------|------------------|------------|-------|
| | | | | |
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| | | | | |

ACTIVITIES/CLUBS/SPORTS

Please indicate school clubs, sports, committees and activities that you have participated in or directed.

REFERENCES Give the names of three persons and include both professional and personal references.

| Name | Address, Phone, Email | Company | Years Acquainted |
|------|-----------------------|---------|------------------|
| | | | |
| | | | |
| | | | |

-Please provide a cover letter and copy of your resume in addition to this application.

-For applicants who are seeking a teaching position please write several paragraphs for each question below:

Why do you want to teach at St. Paul's Episcopal Day School?

Describe a time when you have successfully collaborated with coworkers.

What role will technology play in your classroom?

I certify that the information on this application and its supporting documents are accurate and complete. I understand and agree that failure to fully complete the application, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize St. Paul's Episcopal Day School to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I agree to a criminal background as part of the employment process. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.

Signature _____ Date _____