



4200 DAVENPORT STREET, NW
WASHINGTON, DC 20016 • 202-295-6125
www.gds.org • 202-295-6125

Application for Employment

CONFIDENTIAL

Name _____ Home Phone _____
Last, First, MI

Address _____ Work Phone _____

City _____ State _____ Zip _____ Cell Phone _____

E-mail _____

Referred to Georgetown Day School by: _____

If referred by an agency, which agency: _____

Applying for: _____ Full time _____ Part time Date Available: _____

Position sought: _____ Teacher _____ Office Staff _____ Administrator
_____ Substitute Teacher _____ Other (specify) _____

Please specify the position for which you are applying, including the grade level(s) and subject area(s) for teachers:

Check your current status: _____ U.S. Citizen _____ Non-U.S Citizen legally authorized to work in the U.S.

EMPLOYMENT HISTORY

In the space below, add any gaps in years not mentioned in your résumé—additional employment or alternatives to employment.

All Applicants

Technical skills – list platforms and software you are proficient in and currently use: _____

List extracurricular activities or coaching assignments in which you have experience or which interest you:

Are you proficient in a foreign language? _____ Yes _____ No

If yes, please note language(s): _____

Please submit your current résumé. If applying for a teaching position, also attach a statement of your educational philosophy.

(Please continue)

EDUCATION RECORD

School	Location	Major/Program	Degree/Year
High School _____	_____	_____	_____
College _____	_____	_____	_____
_____	_____	_____	_____

Academic credentials will be verified by an outside agency.

Teachers, please attach copies of transcripts from all colleges/universities that have given you a degree.

PROFESSIONAL REFERENCES

Please list three references we may contact.

- Name _____ Title _____ Organization _____
Telephone _____ Email _____
Relationship to you _____
- Name _____ Title _____ Organization _____
Telephone _____ Email _____
Relationship to you _____
- Name _____ Title _____ Organization _____
Telephone _____ Email _____
Relationship to you _____

I certify that the above information is correct to the best of my knowledge, and I understand that misrepresentation or omission of requested information is grounds for denial of employment or dismissal. This application becomes part of the permanent file for hired candidates.

I give my permission to Georgetown Day School to verify information pertaining to my application to the School, except where I request in writing that no inquiry be made.

I further release the School from any liability from the disclosure of the information enclosed herein.

Applicant's signature _____ Date _____

Please submit an application with your résumé and any other supporting documents online at www.GDS.org/Recruiting.

Georgetown Day School does not discriminate in its educational, admissions, and personnel programs and policies or activities on the basis of race, color, national or ethnic origin, age, religion or religious creed, sexual orientation, gender identity and/or expression, disability or any other characteristic protected under applicable federal, state or local law.

For additional information, please contact:
Human Resources, Georgetown Day School
4200 Davenport St., NW, Washington, DC 20016
Email: hr@gds.org

Thank you for your interest in Georgetown Day School.