

PORTER-GAUD SCHOOL
300 Albemarle Road
Charleston, South Carolina 29407
843-556-3620
843-763-3099 (fax)

APPLICATION FOR FACULTY/ADMINISTRATIVE STAFF EMPLOYMENT

In accordance with law, Porter-Gaud School (the "School") is an equal opportunity employer charged with hiring without discrimination on the basis of race, color, religion, national origin, sex/gender, age or disability. The School is also covered by the Americans With Disabilities Act and will provide reasonable accommodation for applicants upon being notified of a disability under the Act. You are invited to apply to the Director of Human Resources or the Head of School for such consideration. Any questions, concerns, or complaints during the application process involving discrimination of any manner should immediately be brought to the attention of the Head of School at 300 Albemarle Road, Charleston, SC 29407, (843) 556-3620 or the Director of Human Resources at the same address, (843) 402-4806. Applications are only considered valid for 30 days from date submitted.

DATE _____

PERSONAL INFORMATION

NAME: LAST	FIRST	MIDDLE	SOCIAL SECURITY NO.		
PRESENT ADDRESS	CITY		STATE	ZIP CODE	Since (mo/yr)
PERMANENT ADDRESS	CITY		STATE	ZIP CODE	Since (mo/yr)
MOST RECENT PRIOR ADDRESS	CITY		STATE	ZIP CODE	Since (mo/yr)
PHONE NO.: Home: _____ Work: _____ Other: _____			REFERRED BY _____		

INITIAL EMPLOYMENT INFORMATION

POSITION FOR WHICH YOU ARE APPLYING	DATE YOU CAN START WORK	SALARY DESIRED
DO YOU PREFER: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		CAN YOU WORK: <input type="checkbox"/> WEEKENDS <input type="checkbox"/> EVENINGS

Please answer all of the following questions.

1. Are you employed? Yes No If so, may we inquire of your present employer? Yes No
2. Have you ever applied to Porter-Gaud before? Yes No If so, when? _____
3. Are you related to any Porter-Gaud employee or member of the Porter-Gaud Board of Trustees or Porter-Gaud Foundation Board of Trustees? Yes No (if yes, please explain) _____
4. Are you at least 18 years of age and legally eligible for work in the United States? Yes No
5. Will you work overtime or beyond normal hours when necessary? Yes No
6. Have you received a description of the job or been made aware of the essential functions of the job for which you are applying? Yes No
7. Do you understand the job requirements? Yes No (if no, please explain) _____

EDUCATION

High School[s] Attended	Dates Attended From To	City, State		Did you earn a diploma?
Undergraduate College[s] Attended	Dates Attended From To	City, State	Areas of study	Degree/Certificate/ Diploma
Graduate School[s] Attended	Dates Attended From To	City, State	Areas of study	Degree/Certificate/ Diploma
Trade, Business or other School[s]	Dates Attended From To	City, State	Areas of study	Degree/Certificate/ Diploma

JOB RELATED KNOWLEDGE AND SKILLS

1. Please answer the following questions if the position for which you are applying requires driving a motor vehicle:

A. Do you have a valid driver's license? Yes No (If Yes, Driver's License Number _____
Date of Issue: _____)

B. Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law? Yes No

C. Please list all states from which you hold or have held a driver's license _____

2. Please use this space to list any special skills you may have that relate to the position for which you have applied:

3. Please list any professional licenses, designations, certifications, etc. that may relate to the position for which you have applied. Include date granted, name of organization, and any other relevant information.

A. _____

B. _____

C. _____

FACULTY APPLICANTS ONLY

Do you hold a SC Teacher's License? _____ If yes, expiration date _____

If yes, in what area(s)? _____

Porter-Gaud School seeks faculty accomplished in specific academic areas as well as other areas of school life. Please indicate the areas in which you would be willing to serve. Indicate (1) where you have proficiency or experience, and (2) where you could assist.

____ Newspaper ____ Public Speaking ____ Service Organizations

____ Literary Magazine ____ Yearbook ____ Language Clubs

____ Photography ____ Science Clubs ____ Dramatics

Next Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Hire \$ Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving Left in good standing?			

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Position Held	Dates From/To	Pay Rate Upon Hire \$ Pay Rate Upon Leaving \$	Supervisor	
Duties	Reason for Leaving Left in good standing?			

REFERENCES (Give below the names of four persons not related to you, whom you have known at least one year. Please include the last supervisor with whom you have worked.)

NAME	POSITION	RELATIONSHIP	ADDRESS/PHONE NO.	BUSINESS	YEARS KNOWN

ADDITIONAL BACKGROUND

1.	Have you ever been asked to resign or been discharged from any position? If yes, please explain on a separate sheet of paper and attach to this form. ____ Yes (see attachment) ____ No
2.	Have you ever pled guilty to, pled <u>nolo contendere</u> or been convicted of any crime other than a minor traffic violation? ____ Yes (see attachment) ____ No Do you have any criminal charges pending? ____ Yes (see attachment) ____ No If yes to either, please explain on a separate sheet of paper as applicable: the nature of the charge[s] the date of the charges, whether you were convicted or pled <u>nolo contendere</u> , if sentenced and when you completed your sentence. Attach it to this form. Attach other explanation as necessary.*
3.	Have you ever served in the military? ____ Yes ____ No If yes, state date service began and ended: from ____ to ____; the branch of military in which you served: ____; and the status of discharge (e.g. honorable; general under honorable conditions; general under other than honorable conditions; bad conduct discharge; dishonorable discharge; other: _____. (Attach explanation as necessary.)*

- The existence of a conviction of a criminal charge or pending charge (whether civil or military) may not necessarily preclude you from employment; however, a false statement will. The nature and/or gravity of the offense or offenses, the time that has passed since the conviction or completion of the sentence, and the nature of the job held or sought are considered.

APPLICANT

PRE-EMPLOYMENT STATEMENT

(PLEASE READ VERY CAREFULLY BEFORE SIGNING BELOW)

I understand and voluntarily agree that:

1. The use and acceptance of this Application for employment does not indicate that Porter-Gaud School has any open positions and does not in any way obligate Porter-Gaud School ("Porter Gaud"). However, should I be considered for an open position, such consideration is sufficient for me to make the agreements that follow.
2. The information that I have provided on this application is true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may result in Porter Gaud ending any consideration of my application or, if I am employed, terminating my employment with Porter Gaud.
3. I understand and agree that if I receive any offer of employment from Porter Gaud, it will be contingent upon my successful completion of Porter Gaud's total pre-employment screening process, including a background check and Porter Gaud's receiving references that it considers satisfactory.
4. If I am offered and accept a position, I agree to conform to all existing and future school job expectations and I understand that Porter-Gaud School reserves the right to change wages, hours and working conditions as deemed necessary.
5. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
6. Porter Gaud may verify all the information provided by me, or may procure or have prepared a criminal record check, credit check and/or an investigative consumer report for this purpose concerning, among other things, my prior employment or military record, education, character, general reputation, personal characteristics, mode of living, conduct and credibility. I understand that my consideration for employment may be contingent upon my consent to sign the Porter-Gaud School Authorization and Release for Consumer Report and Employee References/Background Check and related documentation, as provided herewith or subsequently by Porter-Gaud School (or other similar authorization, consent or release as requested by the School or any agency, institution or organization that would serve to provide reference or background information). I understand that if Porter-Gaud School uses information obtained by a consumer reporting agency or requires an investigative consumer report it will notify me of my rights under the Fair Credit Reporting Act. Additionally, I understand that as a condition to consideration for hire, I may be expected to specifically request that all of my present and former employers and those individuals I have listed as personal references furnish information requested by Porter Gaud and to release them and Porter Gaud from any and all liability for damages arising from furnishing the requested information. In processing my application for employment, I understand the existence of a conviction or pending charge will not necessarily preclude me from employment; the nature and/or gravity of the offense or offenses, the time that has passed since the conviction or completion of the sentence, and the nature of the job held or sought will all be considered.
7. **I UNDERSTAND THAT THE EMPLOYMENT FOR WHICH I HAVE APPLIED IS AT-WILL, AND EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE OR NOTICE, AT ANY TIME, AT THE OPTION OF EITHER PORTER-GAUD OR ME.** I further understand that no representative of Porter Gaud other than the Head of School has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any School policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the Head of School.

**** THIS IS NOT A CONTRACT OF EMPLOYMENT. ****

Applicant Signature/Date