

APPLICATION FOR EMPLOYMENT - NON TEACHING POSITION/SUBSTITUTE

St. Johns Country Day School
 3100 Doctors Lake Drive
 Orange Park, FL 32073

Date: _____

Social Security Number: _____

Name: _____

Are you 18 years or older? _____

Address: _____

Home # _____ Street _____ City _____ State _____ Zip _____
 Cell # _____ Email Address _____

If related to anyone who works for the school state name, department and location: _____

In case of emergency, please notify: _____

Driver's license number if driving may be required in position for which you are applying _____ State _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____ Yes No

If yes, please provide date(s) and details _____

EMPLOYMENT DESIRED

Position: _____

Date you can start: _____

Are you presently employed? Yes No

May we inquire of your present employer? Yes No

EDUCATION	Name and Location of School	Degree/Certificate	Subjects Studied
High School			
College			
Trade, Business or Correspondence School			

FORMER EMPLOYERS (List below last three employers, starting with last one first).

Date: _____ Month and Year _____ Name, Address and Telephone # of Employer _____ Position and Job Duties _____ Salary _____ Reason for Leaving _____

From _____ To _____				
From _____ To _____				
From _____ To _____				

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

Name	Address/Phone	Business	Years Acquainted
1.			
2.			
3.			

I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that false, incomplete or misleading information given by me on this application is sufficient cause for rejection of application or cause for dismissal. As a condition of employment, a fingerprint and criminal background investigation is required at my expense. I certify that I have read, understand and agree with this contract.

Date _____ Signature _____

We are an equal opportunity employer, dedicated to nondiscrimination in employment on the basis of race, color, age, religion, sex, national origin, handicap, disability or marital status.

Revised 6/8/2017