

Rabun Gap-Nacoochee School

339 Nacoochee Drive ♦ Rabun Gap, GA 30568

Phone: 706-746-7712 ♦ Email: employment@rabungap.org

APPLICATION FOR EMPLOYMENT

Rabun Gap-Nacoochee School is an Equal Opportunity Employer

Please answer all questions. Type or print clearly using blue or black ink.

PERSONAL Please type or print plainly.

Last Name:		First:	Middle:
Email Address:		Telephone number: ()	
Job(s) applied for:			
How did you learn of this opening?			
Do you want to work: —	full- time —	part- time	Specify days and hours if part-time:
Have you worked for RGNS before?		If yes, when?	
List any friends or relatives working for us:			
Do you have a valid driver's license?	Number:	Expires:	State:
Within the past five (5) years have you been convicted of a crime?	If yes, describe below in full. (accusation or conviction will not automatically bar employment)		

REFERENCES (excluding relatives) If submitting a resume, please indicate "see resume" in lieu of information.

<u>Name & Occupation</u>	<u>Email Address</u>	<u>Phone Number</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

PRIOR WORK HISTORY List last or present employer first.

Employer:

From	To	Hours worked each week	Name of Supervisor
Phone Number: ()			Email Address:

Employer:

From	To	Hours worked each week	Name of Supervisor
Phone Number: ()			Email Address:

Employer:

From	To	Hours worked each week	Name of Supervisor
Phone Number: ()			Email Address:

Employer:

From	To	Hours worked each week	Name of Supervisor
Phone Number: ()			Email Address:

EDUCATIONAL BACKGROUND

Name and location of school	Course/Major	Graduation Yr.	Units	Degree
High School:				
College or University:				
Business, Trade, Other:				

SKILLS If submitting a resume, please indicate "see resume" in lieu of information.

Maintenance/Service Equipment you can operate:			
Office machines you can operate:			
Computer skills and proficiency:	PC?	MAC?	

Word Processing Programs:	
Spread Sheet Programs:	
Database Programs:	

MILITARY SERVICE RECORD	
Have you ever served in the armed forces? _____ Yes _____ No	
Were you honorably discharged? _____ Yes _____ No Rank at discharge:	
What were your duties in the Service (including special training?)	

TO THE APPLICANT
Occasionally the form of an application makes it difficult for an individual to adequately summarize his or her complete background. To assist us in making our decision, use the space below to provide any additional business or professional information related to the position for which you are being considered. If you are submitting a resume, please indicate "see resume."
Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with Rabun Gap-Nacoochee School will be based only on your merit and no other consideration.

APPLICANT'S CERTIFICATION AND AGREEMENT	
<i>PLEASE READ CAREFULLY:</i> I hereby certify that all entries on and attachments to this application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with Rabun Gap-Nacoochee School. I understand that all information on this application is subject to verification, and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize Rabun Gap-Nacoochee School to rely upon and use, as it sees fit, any information received from such contacts. I acknowledge that in compliance with the Immigration Act of 1986, I must submit my Social Security card and valid driver's license or passport prior to my employment with Rabun Gap-Nacoochee School.	
Signature of Applicant	Date

RABUN GAP-NACOOCHEE SCHOOL

Rabun Gap-Nacoochee School is an equal opportunity employer that makes all decisions regarding employment, compensation, benefits, and all other terms and conditions of employment without regard to a candidate or employee's race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other characteristic protected by federal, state, or local law.