



ST. DAVID'S EPISCOPAL DAY SCHOOL EMPLOYMENT APPLICATION
(please print)

Date

Last Name	First Name	Middle Initial	SSN
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Address	City	State	Zip
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Telephone Number(s)	Email Address
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Position(s) Applied For: _____
(Teacher, Assistant Teacher, Extended Care, Other)

Employment History: Begin with your current or most recent position. Include military service assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, national origin, disability or other protected status.

1.	_____	From	To	_____
	Employer Name			
	_____			_____
	Address			Duties or Responsibilities
	_____			_____
	Telephone Number			Supervisor
	_____			_____
	Reason for leaving			

2.	_____	From	To	_____
	Employer Name			
	_____			_____
	Address			Duties or Responsibilities
	_____			_____
	Telephone Number			Supervisor
	_____			_____
	Reason for leaving			

3.	_____	From	To	_____
	Employer Name			
	_____			_____
	Address			Duties or Responsibilities
	_____			_____
	Telephone Number			Supervisor
	_____			_____
	Reason for leaving			

If you need additional space, please use a separate sheet of paper.

Education Please circle years completed: 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 +

School	Location	Diploma/Degree	Major
Elementary			
High School			
Community College/Trade			
College/University			
Graduate School			

Do you have a Delaware First certificate? ☐ Yes ☐ No

If yes, what are you qualified as? _____

Specialized Training, Apprenticeship, Extracurricular Activities, including Early Childhood Courses, Workshops, Conferences _____

Special Job-Related Skills and Qualifications from Employment or Other Experience _____

Military History

When	Release/Type
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Job-related Training _____

Current Status _____

Personal

Yes ___ No ___ If under 18 years of age, can you provide proof of eligibility to work with Children? _____

Yes ___ No ___ Have you ever applied for a position with us before?
If yes, when? _____

Yes ___ No ___ Have you ever been employed with us before?
If yes, when and in what capacity? _____

Yes ___ No ___ Do you have a relative or friend employed with us?
If yes, who and in what capacity? _____

Yes ___ No ___ May we contact your present employer? _____

Yes ___ No ___ Have you ever been convicted of a crime (other than a traffic violation)?
Conviction will not necessarily disqualify you from employment.
If yes, please explain _____

Yes ___ No ___ If applying for a position that requires driving, do you have the appropriate license? _____

Yes ___ No ___ Are you a citizen of the United States?
If no, does your immigration status permit you to work? ___Yes ___No
Proof must be provided: Visa, green card, Social Security card, Other Governmental Identification Card

On What Date Will You be Available for Work? _____

Availability: _____ Full Time _____ Part Time _____ Temporary

References Other Than Previous Employers or Relatives

Providing this information means that you give this organization permission to contact the references listed.

Name	Address	Email Address	Telephone (Work, Home or Cell?)

Applicant's Acknowledgement

(This application shall be considered active for no more than ninety (90) days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by the employer and the employee.)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Applicant Signature

Date

- ☐ Received
- ☐ Interviewed
- ☐ Reference Checks
- ☐ Hired
- ☐ Orientation
- ☐ CPR/First Aid
- ☐ DE First Certificate