**The Savannah Country Day School
Application for Employment**

**824 Stillwood Drive Savannah, GA 31419
 (912) 925-8800**

**An Equal Opportunity Employer**

*The Savannah Country Day School does not discriminate in employment because of race, color, religion, national origin, age, sex, disability, military status, or any other category protected by law.*

***Please answer accurately and completely. Inaccurate or incomplete information may disqualify you from further consideration.***

**PERSONAL INFORMATION**

Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_

Address/City/State/Zip Code:

E-mail Address

Home Phone # Mobile Phone #

Are you legally eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes  No

Have you ever been convicted of a crime? (Include guilty and no contest pleas, as well as other determinations of guilt.) A conviction will not necessarily automatically disqualify you for employment. Yes No

If yes, please provide details (name or type of offense, sentence, court name and location, and date for each conviction or other adjudication of guilt).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been involuntarily terminated from employment or otherwise asked to resign by an employer? Yes No

If yes, please provide employer name and address, supervisor name, your job title at the time, date of termination or other separation, and the reason for the termination or separation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If required by the job, can you work after regular business hours, including nights and weekends? Yes No

**EMPLOYMENT DESIRED**

Date you can start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position desired

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | **Name and location of school** | **Degree Received** | **Subjects studied/Major** |
| High School |    |    |    |
| College or UniversityGraduate School |    |    |    |
| Trade, Business or Correspondence School |    |    |    |

**EMPLOYMENT HISTORY**

Have you previously worked for Savannah Country Day? Yes  No

If yes, please provide the dates of employment, the name of your supervisor, and the position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you know anyone who works for Savannah Country Day? Yes No

If yes, who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*List your complete employment history since your last year of formal education, including**periods of unemployment, starting with your most recent job and working backwards in time.*  *If you need more space, you can use additional sheets of paper, but please provide all information requested for each job you have held.*

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer Name | Telephone ( ) |
| Job Title | Address |
| Immediate supervisor and title | Summarize the nature of work performed and job responsibilities |
| Reason for leaving |  |
|  |  |
| From | To | Employer | Telephone ( ) |
| Job Title | Address |
| Immediate supervisor and title | Summarize the nature of work performed and job responsibilities |
| Reason for leaving |  |
|  |  |
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|  |  |
| From | To | Employer | Telephone ( ) |
| Job Title | Address |
| Immediate supervisor and title | Summarize the nature of work performed and job responsibilities |
| Reason for leaving |  |
|  |  |

Do you have any special skills, experience and/or training that would improve your ability to perform the job applied for? If yes, explain.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Computer Skills:

**Teaching Positions Only:**

Grades qualified to teach:

Specialized subject areas:

List teaching certificates you have completed and state(s) in which they are held:

**REFERENCES** Give the names of three persons not related to you by blood or marriage, whom you have known at least three (3) years.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address, Phone, Email | Employer/Other | Years Acquainted |
| 1 |    |    |    |
| 2 |    |    |    |
| 3 |    |    |    |

**Please read carefully before signing:** I understand that the completion of this application and any other part of the hiring process does not establish any requirement for The Savannah Country Day School to employ me.

I attest with my signature below that I have given to The Savannah Country Day School true and complete information on this application. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that such misrepresentation is cause for the denial of employment or immediate dismissal.

I authorize The Savannah Country Day School to contact references and former employers to ask for and receive oral and written information about me. I authorize references and former employers to respond to the Savannah Country School’s requests for information, both oral and written, and to provide copies of personnel files and any and all other written information about me. I release The Savannah Country Day School, my references and former employers from any and all claims related to or connected with the exchange of any information between them about me.

Date Signature

Date: Parent Signature

678726-02

(Parental signature required for any applicant under the age of 18)