

# **SAINT STEPHEN'S EPISCOPAL SCHOOL**

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## **EMPLOYMENT APPLICATION FORM**

**Saint Stephen's Episcopal School is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, disability/handicap, or any other protected status in accordance with the requirements of all federal, state, and local laws.**

### General Instructions:

This application form is to be filled out completely, in order to be considered for possible employment. If an item does not apply, respond by using "NA". For all sections, if more space is needed for your response, please attach additional sheets.

**POSITION APPLYING FOR:** \_\_\_\_\_

**ANNUAL SALARY DESIRED:** \_\_\_\_\_

### **SECTION A – PERSONAL DATA**

**Name (Last, First, Middle):** \_\_\_\_\_

**Home Address (Street, City, State, Zip):** \_\_\_\_\_

**Social Security No:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**List states and counties of residence and employment covering at least the last five years:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**SECTION B – WORK EXPERIENCE**

(You may attach your resume to provide further information)

List all jobs, beginning with the most recent position, covering at least five years.

**Name of Current Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Employed from:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Name of Previous Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Employed from:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Name of Previous Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Employed from:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Name of Previous Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Employed from:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ **Supervisor's Name:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Annual Salary in most recent position \$** \_\_\_\_\_

**Explain any periods of unemployment or gaps in your work experience above:**

**From** \_\_\_/\_\_\_/\_\_\_ **to** \_\_\_/\_\_\_/\_\_\_

**Reason:** \_\_\_\_\_

**From** \_\_\_/\_\_\_/\_\_\_ **to** \_\_\_/\_\_\_/\_\_\_

**Reason:** \_\_\_\_\_

**SECTION C – EDUCATION AND SKILLS**

(You may attach your resume to provide further information)

<b>Level of Education</b>	<b>School Name/Address</b>	<b>Years Completed</b>	<b>Major or Courses</b>	<b>Diploma/ Degree</b>
<b>High School:</b>	_____	_____	_____	_____
<b>College:</b>	_____	_____	_____	_____
<b>Graduate School:</b>	_____	_____	_____	_____
<b>Professional Trade:</b>	_____	_____	_____	_____
Please describe any other specialized training, knowledge, experience, skills (included bilingual ability), computer skills, licenses, certificates or credentials which you feel add to your qualifications for the position sought with Saint Stephen's Episcopal School.				
_____				
_____				
_____				

**SECTION D - REFERENCES**

Give at least two current professional references, who have firsthand knowledge of your character, personality and work ability but are not related to you and are not previous employers.

<b>Name:</b> _____	<b>Address:</b> _____
<b>Telephone Number:</b> _____	<b>Position:</b> _____
<b>Name:</b> _____	<b>Address:</b> _____
<b>Telephone Number:</b> _____	<b>Position:</b> _____

**SECTION E – BACKGROUND CHECK**

Employment is conditioned on the successful completion of the background screening process. By signing this application, I represent that the information provided in this form and accompanying resume, is given voluntarily, may be used in filing reports required by state and federal governments and agencies, may be disclosed to others and used for any other purpose not prohibited by law. The result of such background screening will be initially disclosed to decision-makers for Saint Stephen's Episcopal School and may be the basis for disqualifying any candidate for employment and for termination during employment. Saint Stephen's Episcopal School reserves the right to utilize this information in any way it deems necessary, such as but not limited to civil, criminal, and administrative proceedings, and any other similar matters, By signing this application I agree to the foregoing and further agree to hold Saint Stephen's Episcopal School harmless for any claims resulting from such background screening test.

I attach the Authorization, Consent and Release for Background Check form duly completed and signed by me.

**SECTION F - APPLICANT'S STATEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that any false, incomplete or misleading statements or admissions on this employment application form or on any other pre- or post-employment document may result in disqualification from further employment consideration or termination from employment.

I understand that Saint Stephen's Episcopal School will attempt to verify all statements and information made by me either on this employment application form or during the employment interview and I authorize them to investigate all statements and information as may be necessary in arriving at an employment decision, including:

- checking references of both former and current employers and personal references;
- checking with law enforcement officials to answer any questions and to furnish information regarding my criminal history.

I understand that, unless otherwise defined by applicable law, any employment relationship with Saint Stephen's Episcopal School is of an "at-will" nature.

I understand that, pursuant to the Immigration Reform and Control Act of 1986, Saint Stephen's Episcopal School must verify my identity and my legal work authorization. Accordingly I agree to produce original acceptable documents as specified in the U.S. Department of Justice's Employment Eligibility Verification (Form I-9) to Saint Stephen's Episcopal School for them to examine and copy for their records.

In the event of my employment, I understand that I am required to abide by all policies, rules and regulations of Saint Stephen's Episcopal School.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Saint Stephen's Episcopal School use only:**

Date completed and signed application received: \_\_\_\_\_ Resume Attached? \_\_Yes, \_\_No.

Application seen by (please initial):

Recommendation:

\_\_\_\_\_ Head of School: Janet Pullen.

\_\_\_\_\_

\_\_\_\_\_ Division Director: \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_ Other (if necessary): \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_ Chief Financial Officer (H R Admin): Thomas Hartnett