

Application for Employment
Union Christian Day School

Date: _____

Name: _____

Address: _____

Cell Phone: _____ Alternate Phone: _____

Email Address: _____

Social Security Number: _____ - _____ - _____

Marital Status: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Position(s) Applying for:

Please check box if interested in substituting:

Preschool

Secondary (list specialty) _____

Kindergarten

Elementary

Anticipated Start Date: _____

Education

SC Teacher's Certificate No. _____ ACSI Teacher's Certificate No. _____

Expiration: _____

Expiration: _____

Check highest level of education: HS Assoc. Degree BA/BS B+18 Masters

Please attach photocopies of any certificates and all postsecondary transcripts

1st College Attended: _____ Degree: _____

Major: _____ Graduation Date: _____

(if applicable)

2nd College Attended: _____ Degree: _____

Major: _____ Graduation Date: _____

Record of Employment

Please attach a resume detailing your employment record for at least the past five years

Are you currently employed: _____

If yes, where? _____

May we contact your current employer to obtain a reference: _____

If yes, please provide your supervisor's name and phone number: _____

Have you already signed a contract for the next academic year with another educational institution?

yes

no

Do you have previous teaching experience?

yes

no

If yes, please provide the name of the school and the years and subjects you taught:

Are you CPR/First Aid Certified: yes no

Church and Community Involvement

Are you currently an active member of a church: yes no

If yes, which church: _____

List any church activities in which you participate or have a leadership role: _____

List any community organizations or volunteer work you are currently involved in: _____

References

If your resume does not include references, please provide them here.

My references are on my attached resume

Reference 1

Name: _____

Relationship to you: _____

Phone Number: _____

Reference 2

Name: _____

Relationship to you: _____

Phone Number: _____

Reference 3

Name: _____

Relationship to you: _____

Phone Number: _____

Applicant's Certification and Agreement

I understand that Union Christian Day School does not discriminate in its employment practices against any person because of their race, color, national or ethnic origin, gender, or age.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal. If I am released under these circumstances, I further understand and agree that I will be paid only through the day of release.

I authorize Union Christian Day School to thoroughly interview the primary references which I have listed, any secondary references mentioned in interviews with primary references, or other individuals who know me and have knowledge regarding my character and work history. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my employment without giving me prior notice of these disclosures. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment I receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable.

I understand that this is only an application for employment and that no contract is being offered at this time.

I certify that I have read the above statements and fully understand them.

Signature of Applicant

Date