Spartanburg DAY SCHOOL

Spartanburg Day School
Employment
Application
1701 Skylyn Drive

Spartanburg Day School is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, nation origin, pregnancy, handicap, disability, veterans status, or citizenship.

(Please print) **Date of Application:** _____

Name: _____
Last First MI

Address: _____ _____
Street City State Zip

Telephone: _____
Home Cell Business

Email: _____

Position Desired: _____ (Circle one): **Part-time** **Full-time** **Other**

Date Available: _____

Have you ever applied for a position with us? ☐ **Yes** ☐ **No** If "Yes", when? _____

Have you ever been employed by us? ☐ **Yes** ☐ **No** If "Yes", when? _____

Do you have a relative working here? ☐ **Yes** ☐ **No** If "Yes", when? _____

Are you currently employed? ☐ **Yes** ☐ **No**

EDUCATIONAL DATA				
School	**Print name, Number & Street, State & Zip for Each School Listing**	**Number of Years Completed**	**Degree Name & Year**	**Major Course of Study**
High School				
College				
Graduate School				
Other				

PREVIOUS EMPOYMENT

In the following spaces, give a complete record of your employment including period of unemployment, if any. Begin with your most recent employment and work back. If additional space is needed, please continue on a separate sheet.

MOST RECENT EMPLOYER

Date: Month and year	Print name, Number & Street, City, State, & Zip	Salary	Last Title/ Position
From: To:			
Immediate Supervisor's Name and Phone Number:		Other Positions Held:	
Duties:			
Reason for Leaving:			

Date: Month and year	Print name, Number & Street, City, State, & Zip	Salary	Last Title/ Position
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Date: Month and year	Print name, Number & Street, City, State, & Zip	Salary	Last Title/ Position
From: To:			
Immediate Supervisor's Name and Phone Number:		Other Positions Held:	
Duties:			
Reason for Leaving:			

ADDITIONAL INQUIRIES CONCERNING PREVIOUS EMPLOYMENT

(In response to these inquiries, continue on a separate sheet if you require additional space).

1. Have you ever been dismissed or forced or asked to resign from any employment? ☐ Yes ☐ No

If you answered "Yes" to the above, please explain. _____

OTHER SPECIAL SKILLS

Are there any other experiences, skills, or qualifications you feel would especially support your application for employment with Spartanburg Day School? _____

REFERENCES

List three individuals. DO NOT include relatives or former employers.

Name	Occupation	Address	Phone Number	How Long Known

GENERAL INFORMATION

1. Are you over 18 years of age? :

2. Have you ever been convicted of a felony? :

(An affirmative response will not necessarily disqualify you from the job for which you are applying. Each conviction will be judged on its own merits with respect to time and job relatedness.)

If you answered "Yes", please explain. : _____

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered on a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons or corporations requesting or supplying such information. I understand that in the event I am offered employment with the School, that I may be required, as a condition of employment, to submit to a physical/ health examination. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I hereby agree to submit to any lawful drug testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge.

IMPORTANT. I UNDERSTAND THAT MY EMPLOYMENT IS TERMINABLE-AT-WILL, THAT I AM NOT BEING EMPLOYED FOR ANY SPECIFIC TIME, AND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT FOR EMPLOYMENT FOR ANY DEFINATE PERIOD OF TIME. I UNDERSTAND THAT NO REPRESENTATIVE OF THE SCHOOL, OTHER THAN THE HEADMASTER, HAS THE AUTHORITY TO BIND THE SCHOOL TO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME, EITHER VERBALLY OR IN WRITING. THE ONLY VALID CONTRACT FOR EMPLOYMENT BETWEEN THE SCHOOL AND ANY EMPLOYEE MUST BE IN WRITING AND SIGNED BY THE HEADMASTER.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

Signature of Applicant _____ Date _____

(For Office Use Only)

Signature of Applicant _____ Date _____