



Pine Grove Campus
 18 months-2nd Grade
 207 Pine Grove Drive
 Wilmington, NC 28403
 910.791.8221
 910.791.8565 fax

Peiffer Campus
 3rd-8th Grade
 350 Peiffer Avenue
 Wilmington, NC 28409
 910.792.1811
 910.792.9274 fax

www.fsow.org

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| <u>Employment Application</u> |
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Position Sought:

| | |
|---|--|
| Primary (Pre-Kindergarten – 2 nd Grade) <input type="checkbox"/> | Teacher Assistant <input type="checkbox"/> |
| Elementary (3 rd /5 th Grade) <input type="checkbox"/> | Substitute <input type="checkbox"/> |
| Middle School (6 th /8 th Grade) <input type="checkbox"/> | Administrator <input type="checkbox"/> |
| Other (specify) <input type="checkbox"/> | Administrative Assistant/Receptionist <input type="checkbox"/> |

Personal Data:

| | | | | |
|-----------------------------|----------------------|----------------------|----------|-------------|
| Applicant's Name | _____ | _____ | _____ | _____ |
| | First | Middle | Last | Maiden Name |
| Applicant's Current Address | _____ | _____ | _____ | _____ |
| | Street | City/Town | Zip Code | |
| Phone # | _____ | _____ | _____ | _____ |
| | 1 st Line | 2 nd Line | Cell | Email |
| Current Employer | _____ | | | |
| Employer Address | _____ | _____ | _____ | _____ |
| | Street | City/Town | Zip Code | |
| Current Supervisor's Name | _____ | _____ | _____ | |
| | Phone/Fax | Email | | |

Employment Status:

- Are you currently under contract? **Y** **N**
 - Have you ever been dismissed or asked to resign, or resigned during the course of a school year? **Y** **N**
 - Have you ever been the subject of a professional/ teaching certificate/license revocation or suspension proceeding? **Y** **N**
- If you answered yes to any of the above questions, please provide details on a separate sheet of paper and return with this application.

Friends School of Wilmington does not discriminate on the basis of race, creed, color, sex, religion, or national origin.

Educational Background: Enclose copies of all college or university transcripts.

| Schools Attended: High School & College(s) | Location: City/State | Attended: (mo./yr. - mo./yr.) | Semester Hours Completed: (If no degree earned) | Major(s) & Minor(s): | Graduation: (mo./yr.) | Degree, Diploma/ Certificate: |
|--|-------------------------|-------------------------------------|--|-------------------------|--------------------------|-------------------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Teaching/Professional Experience: Please list experience in chronological order beginning with your most recent teaching position. Please note if student teaching, substitute teaching or part-time.

| School Name & Supervisor | School Address/Phone Number | Grade(s)/or Subject | Employment Dates (mo./yr.) | Hrs/ Week | Reasons for Leaving |
|-----------------------------|--------------------------------|------------------------|-------------------------------|--------------|---------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Relevant Work Experience: Please list experience in chronological order beginning with your most recent or current position.

| Employer's Name & Supervisor's Name | Employer's Address & Phone Number | Position (s) Held | Employment Dates (mo./yr.) | Hours/ Week | Reasons for Leaving |
|--|--------------------------------------|----------------------|-------------------------------|----------------|---------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Certification: (Enclose Copies)

| Certificate | North Carolina | Other State(s) | Other Professional Licenses/Certificates (OT, PT, SLP, etc.) |
|-----------------------------|----------------|----------------|--|
| Area(s) of Certification | _____ | _____ | _____ |
| Date Issued | ___/___/___ | ___/___/___ | ___/___/___ |
| Valid until | ___/___/___ | ___/___/___ | ___/___/___ |
| Expired | ___/___/___ | ___/___/___ | ___/___/___ |

Professional References: We require three (3) **letters of professional reference** (cooperating teachers, school administrators, student teacher coordinator, college professors, supervisors). You may include additional personal references or letters of reference with the application.

| Name | Position | Work Address & Phone Number(s) | Home Address & Phone Number(s) |
|-------|----------|--------------------------------|--------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Educational Philosophy: Please include an essay detailing your educational philosophy, reasons for choosing a career in education, and your understanding of and reasons for wanting to teach in a Friends School with a developmental, “whole child” approach to education.

Eligibility:

- Are you a citizen or permanent resident of the United States?* **Y** **N**
- *If no, please attach a current copy of your authorization to work in the United States.
- Have you ever been convicted of a crime?* **Y** **N**
- Have you ever received a "Probation Before Judgment" disposition in a criminal proceeding?* **Y** **N**
- Have you ever received a "Not Criminally Responsible" disposition in a criminal proceeding?* **Y** **N**
- Are you currently a Defendant with pending criminal charges in any court?* **Y** **N**
- * If convictions, "Probation Before Judgment" disposition or "Not Criminally Responsible" disposition have been expunged from the applicant’s record, the aforementioned need not be reported.

Affirmation and Authorization:

- I hereby authorize my current and all former employers and my references to furnish Friends School of Wilmington with all information about my employment record including, but not limited to a statement of the reason for any termination of employment, my abilities, my work performance and other qualities pertinent to my qualifications for employment. I understand that all documents collected during the application process become the property of Friends School of Wilmington and will not be released to any party without written authorization. I hereby release former employers from all liability and responsibility arising from any information provided.
- I hereby authorize Friends School of Wilmington to initiate a criminal background investigation. I understand that employment at Friends School of Wilmington is contingent on a satisfactory criminal background check and that the results of this background check may disqualify me from employment. I hereby release Friends School of Wilmington, all current and former employers, and all reporting agencies from all liability and responsibility arising from any information they provide in good faith.
- I hereby affirm that all information provided by me on this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for denial or termination of employment. I understand that an offer of employment will be based on many factors including, but not limited to, information on this application, conversations with references and former employers, performance at a teaching audition, and the opinions of hiring committee members.
- I hereby release Friends School of Wilmington from any liability regarding their final hiring decision.

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|------------------------------|------------|
| Signature of Applicant _____ | Date _____ |
|------------------------------|------------|

If you are fully qualified and eligible but are not offered employment at Friends School of Wilmington, you may assume that we have judged another candidate in the current pool of applicants to be better suited to the position at this time. You are encouraged to inquire about, and apply for, other positions in the future.