

Friends School of Wilmington

Employment Application

1. Position Sought:

Primary (Pre-Kindergarten – 2 nd Grade)	Specialist in: _____
Early Elementary (3 rd & 4 th Grade)	Administrator: _____
Late Elementary (5 th & 6 th Grade)	Bookkeeper
Middle School (7 th & 8 th) _____	Secretary

2. Personal Data:

Applicant's Name: _____			
First	Middle	Last	Maiden Name
Applicant's Current Address: _____			
Street		City/Town	Zip Code
Home Phone #s _____			
1 st Line	2 nd Line	Cell	FAX
Current Employer's Name: _____			
		Work Cell	Work Pager
Current Supervisor's Name _____			
Street		City/Town	Zip Code
Work #s _____			
Main Number	Direct Line &/or ext.	Work Fax	Work Email

3. Employment Status:

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

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

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

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

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

6. Relevant Work Experience: Please list experience in reverse chronological order.

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

7. 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	___/___/___	___/___/___	___/___/___

8. Professional References: We require **three** 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)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

8. Educational Philosophy: On attached sheets please write an essay or cover letter detailing your career goals, personal, aims, educational philosophy, reasons for choosing a career in teaching, and your understanding of and reasons for wanting to teach in a Friends School with a developmental, “whole child” approach to education. Please also mention special talents, hobbies, etc.

9. Eligibility:

- Are you a citizen or permanent resident of the United States? _____ If no, please attach a current copy of your authorization to work in the United States.
- Have you ever been convicted of a crime?* _____
- Have you ever received a probation before judgement disposition in a criminal proceeding?*_ _____
- Have you ever received a not criminally responsible in a criminal proceeding?*_ _____
- Are you currently a Defendant facing pending criminal charges in any court?*_ _____

* If convictions, probation before judgment dispositions, or not criminally responsible dispositions have been expunged from the applicant’s record, the aforementioned need not be reported.

10. 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. (Applicants who have been offered employment must provide a valid set of fingerprints from a local law enforcement agency before the first day of employment.) 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 as detailed in FSW Board Policy. 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. 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. I hereby release Friends School of Wilmington from any liability regarding their final hiring decision.

Signature of Applicant _____ Date _____

Submit application to the address shown on the first page, attention: Head of School