

APPLICATION FOR EMPLOYMENT

Ascension Episcopal Kindergarten

For Office:

Date of Application: _____

Date Interviewed: _____

Interviewed by: _____

Dioscesan Covenant Signed _____

Position Desired:

_____ Director

_____ Teacher _____ Age Level

_____ Aide

_____ Other

Name _____

Full Name _____ **Social Security Number** _____

(As shown on Social Security Records)

Present Address _____

Telephone Number _____

Date of Birth: _____ **Sex:** _____

Citizen of United States: Yes _____ No _____ **Place of Birth:** _____

Emergency Information: Name, Address, Home Phone Number and Business Phone Number of persons to notify in case of emergency.

Education and/or Training: (Transcripts may be needed for verification)

College level completed: _____ Degree: _____

Name of College(s) or University/ies: _____

Undergraduate Major: _____ Minor: _____

Graduate Major: _____ Minor: _____

Membership in college honor societies and/or other honors/activities:

Other Verifiable Training: Workshops, Short Courses, etc.

Other Professional Accomplishments: Present membership in professional organizations and offices held:

Other Activities and Accomplishments:

Employment Record: Start with position last held, then the one before that, etc.

	Place of Employment	Dates	Position	Reason for Leaving
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Have you ever been discharged or forced to resign from any position”

Yes _____ No _____ If yes, explain fully _____

References (no relatives): Include at least one past employer and/or teacher.

1. Name: _____
Address: _____

Phone Number: _____
Business or Position: _____
2. Name: _____
Address: _____

Phone Number: _____
Business or Position: _____
3. Name: _____
Address: _____

Phone Number: _____
Business or Position: _____

Personal Information:

Married _____ Single _____ Widowed _____ Divorced _____ Separated _____
Children (Please give names and ages):

Do you play a musical instrument? _____
Other special talents? (Art, discussion leader, etc.)

What hobbies or other interests do you have?

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein, will void this application and any actions based on it.

I authorize the prospective employer to inquire as to my record of any person(s) and of my former employer(s).

In the event of my employment to a position with the Ascension Episcopal Kindergarten, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective.

Date: _____

SIGNATURE OF APPLICANT