

Washington School

Employment Application

<p>SCHOOL USE ONLY</p> <p>Date received: _____</p> <p>Acknowledged: Yes or No</p> <p>Personal Statements: Yes or No</p> <p>Transcripts: Yes or No</p> <p>Signed and Dated: Yes or No</p>
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Instructions: Completely fill out the application. Applications may be submitted whether an opening is posted or not and applications may be downloaded by or sent to any person who requests one. Completed applications should be returned to **Washington School, Head of School, 1605 E. Reed Road, Greenville, MS 38703.**

Full Legal Name: _____

Address: _____

Email: _____ Phone Number: _____

Position and/or Grade Level Desired: _____

Date available to start: _____

Are you legally eligible to work in the United States? Yes ___ No ___

Have you ever been convicted of, pled guilty to, or pled no contest to a crime? Yes ___ No ___
If "Yes", please attach a complete explanation.

<p>EDUCATION – Include any degree in progress. Official college transcripts required and may be sent separately. Unofficial copies of transcripts accepted until hire.</p>		
School and Location		Major and Degree Earned
Secondary:		
Undergraduate:		
Graduate:		
Other:		

TEACHING EXPERIENCE – List starting with the most recent.				
From (Mo - Yr)	To (Mo – Yr)	School and Location	Subject and Grades	Reason for Leaving

TEACHING CERTIFICATION – List current certifications or those you are qualified to hold upon application. If available, please enclose a copy (not original).	
Type and Issuing Agency	Expiration

OTHER WORK EXPERIENCE – List starting with the most recent.				
From (Mo - Yr)	To (Mo – Yr)	Company and Location	Position	Reason for Leaving

REFERENCES - Provide at least three professional references. Your former educational supervisors are preferred. Applicant will be notified before references are contacted.				
Name	Title	Organization	Email and Phone Number	Relationship

EXTRACURRICULAR ACTIVITIES – List any you are prepared to lead or coach.
1.
2.
3.
4.

On a separate page, please respond to the following questions. A paragraph for each is sufficient.

1. What appeals to you about Washington School?
2. What strengths would you bring to Washington School?
3. How would a student describe you as a teacher?

STATEMENT OF AGREEMENT AND TERMS

All information and answers to questions herein are complete, true, and correct to the best of my knowledge and belief in consideration of the employment sought at Washington School. If any misrepresentation by false statement or inaccuracy has been made by me herein, Washington School may withdraw any offer of employment or my employment with Washington School may be terminated immediately without obligation except for payment of earnings at the rate agreed upon through the last day/hour of my employment.

I hereby authorize Washington School to conduct a background check and any investigation it deems appropriate and hereby authorize all former employers, educators, and personal references stated on this application to make any and all information available to Washington School in reference to this application. I further authorize all law enforcement agencies to release the record of all convictions, if any.

I agree that my employment is contingent upon the satisfactory completion of a 90-day probationary period. I also agree that my employment is subject to and will be governed by all rules, regulations, and policies as established or amended by Washington School. I further agree that any employment resulting from this application may be terminated at any time without liability to me for wages, or other benefits except such wages specifically earned at the time and date of such termination.

I have read and understand the foregoing statement of agreement and accept the terms stated herein.

Signature: _____ Date: _____

Print Name: _____

Washington School does not discriminate on the basis of race, gender, age, disability, or national origin in the employment of teachers, administrators, or staff members.

As a college preparatory school, Washington School’s mission is to promote life-long learning, moral and spiritual values, and academic excellence.