

## St. Luke's Episcopal School Application for Employment

We are an equal opportunity employer and comply with all federal, state, and local laws which prohibit discrimination in employment because of race, color, national origin, age, sex, religion, disability, or other factors protected by law. Applications are retained and considered in connection with appropriate job vacancies for a period of three years after their receipt. If you wish to apply for employment thereafter, you must submit a new application.

**PERSONAL DATA:** Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Alternate contact number \_\_\_\_\_ Position desired \_\_\_\_\_

Date available for employment \_\_\_\_\_ Are you under contract at this time? \_\_\_\_\_

NOTE: You may attach a resume that includes all requested information and employment history.

### **PRE-EMPLOYMENT STATEMENTS:**

The facts stated in my application for employment are true and complete. I authorize St. Luke's Episcopal School to investigate all statements and claims contained within this application and subsequent oral interviews, and I acknowledge and agree that St. Luke's Episcopal School may check references from sources other than those personal references listed herein. I hereby release all current and former employers from any charges or damages for releasing any and all employment information, whether subjective or objective, to St. Luke's Episcopal School. I understand that any negative information concerning prior convictions or sexual harassment or sexual abuse that is returned by any law enforcement agency or the Alabama Department of Human Resources that is inappropriate for the job I am performing shall be grounds for denial of employment and, if employed, for immediate dismissal.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise is binding unless made in writing.

I have read and understand the above pre-employment statements.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Please attach college transcript or have it forwarded.**

### **Personal References:**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Professional References:**

1. Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

**EDUCATION:**

High School Attended: \_\_\_\_\_

Undergraduate Institution: \_\_\_\_\_ Degree: \_\_\_\_\_

Institution Address: \_\_\_\_\_

Graduate Institution: \_\_\_\_\_ Degree: \_\_\_\_\_

Institution Address: \_\_\_\_\_

Others: \_\_\_\_\_

Address: \_\_\_\_\_

**PROFESSIONAL ACHIEVEMENTS:**

Honors, Distinctions, Awards: \_\_\_\_\_

Certificates held: \_\_\_\_\_

Others (specify): \_\_\_\_\_

**DESCRIBE special skills/knowledge possessed relevant to this position:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Computer hardware/software (be specific, list versions of software):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE – Chronological**

1. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held/Grade Level/Subjects \_\_\_\_\_

2. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held/Grade Level/Subjects \_\_\_\_\_

3. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held/Grade Level/Subjects \_\_\_\_\_

4. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held/Grade Level/Subjects \_\_\_\_\_

**If applying for a faculty position**, please write a paragraph (on the reverse side of this page) describing your philosophy of education.