



Grace Episcopal School Application for Employment

PERSONAL INFORMATION

Date _____

Name _____

Address _____

Phone Number _____ Social Security Number _____

Email Address _____

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

Proof of eligibility will be required within 3 days after you start working.

Have you ever been convicted of a crime? _____ Yes _____ No

You may not be denied employment solely because of a conviction record. A full background check will be performed as part of the employment process.

EMPLOYMENT DESIRED

Position _____ Date you can start _____

Minimum salary requirement _____

Have you ever applied or worked here before? _____ Yes _____ No If so, when? _____

EDUCATION

High School _____ Year Graduated _____
Name of School

College _____ Dates Attended _____ Degree _____
_____ Dates Attended _____ Degree _____

Other _____

Do you have certification in First Aid? _____ Yes _____ No; CPR? _____ Yes _____ No

Have you taken the Child Abuse Prevention Training? _____ Yes _____ No

List any other certificates or certifications you have that are relevant to the job for which you are applying:

FORMER EMPLOYERS (list latest employer first)

Dates From/to	Employer Name and phone number	Position (include subjects taught)	Reason for Leaving
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REFERENCES

List at least three supervisors, teachers, or co-workers who have knowledge of your experience and ability.

Name	Address	Phone
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As an applicant for employment at Grace Episcopal School, I understand that:

This application will remain on file for 60 days. If I am hired within this period, this form will be placed in my individual personnel file. If I am not hired within 60 days, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with the school.

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and also authorize the references and former employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing same information to you. I understand and agree that, if hired, my employment is contingent upon completion of a background check that has satisfactory results as determined by standards established by the school. I further understand that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time for any reason without any prior notice.”

Signature of Applicant _____ Date _____

Please return application to:

Grace Episcopal School
3601 Russell Road
Alexandria, VA 22305
703-549-5067

Grace Episcopal School actively seeks and hires qualified employees of any gender, age, race, color, and religious affiliation, national or ethnic origin.