



The Episcopal Day School

OF THE CHURCH OF THE HOLY COMFORTER

156 South Ninth Street

Gadsden, AL 35901

256.546.9071

www.episcopal-day-school.org

Application for Employment

Position Desired: _____ Date of Application: _____, 20__

Contact Information

Name: _____
(As it appears on your Social Security Card)

Are your college, employment records, etc... listed in another name? If so, what is it? _____

Present Address: _____

Street

City

State

Zip

Phone Number

Social Security Number: _____

Employment Preferences

Full Time _____ Part Time _____ Teacher's Aide _____ Substitute _____

Teacher's Certificate Information

State: _____ Teacher Number: _____ Expiration Date: _____

Teaching Fields listed on Certificate: _____

Professional Certification (Please copy information from certificate(s)) :

Date	Rank	Certification	Grade Levels	Date Issued	Periods Valid

Student Teaching

School: _____

City: _____

Supervising Teacher: _____

Grade/Subject: _____

Date completed: _____

Phone Number: _____

Teaching Experience (list professional educational experiences, classroom and administrative, beginning with the most recent. A resume will not substitute for this information.)

Employer	Address	Grade/Subject Or Position	Dates		Reason for Leaving
			From	To	

Total years of teaching experience _____.

Are you presently under contract with a school system? _____

If yes, please list the school system. _____

Technology Literacy – Please highlight those areas in which you are proficient. _____

Work Experience (positions not directly related to education)

Employer	Address	Position	Dates		Supervisor
			From	To	

If currently employed, may we contact your present employer? _____

Please explain any gaps in your employment history. _____

Active Military Service

Local Military Service: Active Duty _____ Reserve _____

Branch of Service _____ Date of Entry _____ Discharge Date _____

Rank _____ Type of Discharge _____

Educational and Professional Training

A transcript from all colleges/universities attended is required to complete application.

Name of School & Location (include High School, College, Graduate School, & additional Studies)	Dates (month & year) From ___ To ___:	Major Subject	Minor Subject	Type of Diploma/Degree

Personal Interests (Hobbies, honors, professional organizations, etc...)

Describe your teaching experiences (or other experiences) that you feel have significantly contributed to your preparation for the position you seek.

Personal and/or Business References: (list at least three)

Name	Relationship	Years Known	Phone Number

Work Eligibility

1. Are you legally authorized to work in the United States? _____
2. If offered employment, can and will you provide documentation that you are legally authorized to work in the United States? _____
3. Have you been dismissed, asked to resign, or refused re-employment as a teacher? _____
If so, please give detailed explanation on separate page and attach.
4. Have you ever been under investigation or charged with any violation of the Alabama Code of Ethics or any similar professional inquiry? _____
5. Have you ever been investigated based on a report of child abuse or neglect or suspected child abuse or neglect by a state agency? _____
6. Have you ever had a report of child abuse or sexual activity involving a K – 12 student or other minor filed against you with a school district, state, or federal agency, a police agency, or in a court of law? _____
7. Have you ever had a professional certificate, credential, or license (of any kind) revoked or suspended, or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards or conduct? Are there any pending adverse actions against you relating to a professional certificate, credential, or license? _____

Convictions

Have you ever been convicted by Federal, State, or other law enforcement authorities or pled nolo contendere (no contest) to any criminal offense other than a minor traffic violation for which a fine of \$100.00 or less was imposed? Do not include anything that occurred before your eighteenth birthday or If needed, attach an explanation giving date, place and violation. Yes _____ No _____

Conviction for the following violations	Date	State	Disposition

The Episcopal Day School requires a Drug-Free Workplace.

The Episcopal Day School admits students of any race, color, national origin, and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered program. It does not discriminate on the basis of age, race, color, national origin, religion, sex or disability in educational programs or activities.