

APPLICATION FOR EMPLOYMENT



ST. TIMOTHY'S SCHOOL

**4523 Six Forks Rd
Raleigh, NC 27609**

Phone: 919-787-3011 Fax: 919-787-1131

Position Desired: _____

Candidate Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

St. Timothy's School provides equal employment opportunities to all qualified applicants and employees regardless of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by federal, state, or local law.

Section I: Education and Professional Training- Please complete the information below OR attach a current résumé that includes all of this information.

| | Institution Name | Major | Degree | Graduation Year |
|-----------------|------------------|-------|--------|-----------------|
| High School | _____ | _____ | _____ | _____ |
| College | _____ | _____ | _____ | _____ |
| Graduate School | _____ | _____ | _____ | _____ |
| Other | _____ | _____ | _____ | _____ |

Candidates for *teacher, teacher assistant* and *substitute teacher*, please list below any licensure/certification that you currently possess. Please also include the expiration date for your license/certification.

Section II: Employment History (Please list in reverse-chronological order, beginning with current/most recent employer OR attach a current résumé that includes all of this information.)

| Dates | Employer | Position/Title | City/State | Reason for Leaving |
|-------|----------|----------------|------------|--------------------|
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Section III: Statement of Interest and Philosophy of Education (if applicable)- Candidates for any position should write below OR attach in a cover letter a brief statement identifying their reasons for pursuing this position and an explanation of how/why they are qualified to be hired. Candidates for permanent teaching positions should also attach a one-page philosophy of education.

Section IV: Employment Questions-

Have you ever had a certificate or license revoked or suspended by any state or other governing body? (If yes, please attach a statement giving full details and necessary documentation.)

Circle one: YES NO

Have you ever been convicted of a crime? (If yes, please attach a statement giving full details and necessary documentation.)

Circle one: YES NO

I certify that all information I have provided is true, complete and correct. I authorize, without reservation, St. Timothy's School to contact and obtain information from all references (personal and professional) and to conduct a criminal background investigation.

Signature: _____ Date: _____

Print Full Name (Include maiden name): _____

EMPLOYMENT-AT-WILL STATEMENT

Any employment at St. Timothy's School not subject to a contract for a specific term is "at will" and terminable "at will" by the school or staff member with or without cause subject to the terms of any written agreement governing such employment. Employment under contracts for a specific term are terminable in accordance with the terms of such employment contract. Any oral or written statements or promises to the contrary, other than contracts issued by St. Timothy's School, are not binding upon the school. Faculty and staff should review their employment contract for more details, and contact the head of school with questions.