



Application for Non-Instructional Position

The mission of Alexandria Country Day School is to provide a CHALLENGING learning culture where all students can become CREATIVE, INNOVATIVE, FUTURE LEADERS.

Background

Name: _____
First Middle/Maiden Last

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Have you previously been employed by Country Day? Yes ___ No ___

Have you previously applied at Country Day? Yes ___ No ___

If yes, provide dates: _____

Have you ever been convicted of a felony? Yes ___ No ___

If yes, explain: _____

Do you authorize Country Day to complete a criminal background check prior to the execution of a contract? Yes ___ No ___

With what grade/subject area do you prefer to work? _____

When are you available to begin work? _____

Have you ever had a teaching license revoked? Yes ___ No ___

How did you hear about our school?

References

Please provide information for three references that we may immediately contact to provide knowledge of your ability to work with children and work ethic.

Name: _____ Title: _____

Employer/Organization: _____

Phone Number: _____

Email Address: _____

Name: _____ Title: _____

Employer/Organization: _____

Phone Number: _____

Email Address: _____

Name: _____ Title: _____

Employer/Organization: _____

Phone Number: _____

Email Address: _____

Education

Please provide information on your highest diploma or degree.

Name of Institution: _____

Diploma/Degree: _____ Date earned: _____

Employment History

Beginning with the most recent, please provide information on your last three employers.

Company: _____

City, State: _____ **Title:** _____

Date of Employment: _____

Job Duties: _____

Company: _____

City, State: _____ **Title:** _____

Date of Employment: _____

Job Duties: _____

Company: _____

City, State: _____ **Title:** _____

Date of Employment: _____

Job Duties: _____
