



## 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.

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### 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 and which campus: \_\_\_\_\_

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? \_\_\_\_\_

Do you prefer to work at our Bayou Rapides campus (PreK3-8th) or Upper School Campus (9th-12th) located at LSUA? \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

Have you ever had a teaching license revoked? Yes \_\_\_\_ No \_\_\_\_

How did you hear about our school?

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## 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:** \_\_\_\_\_

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## Education

**Please provide information on your highest diploma or degree.**

**Name of Institution:** \_\_\_\_\_

**Diploma/Degree:** \_\_\_\_\_ **Date earned:** \_\_\_\_\_

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## 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:** \_\_\_\_\_

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