



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

**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?**

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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: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_