



SAINT
GEORGE'S
SCHOOL

Application for Employment

Position You Are Applying For _____
Today's Date _____

Will you need assistance to complete this application? _____

Name _____

Address _____
Street City State Zip+ 4 digits

Telephone(____) _____ E-Mail _____

Ethnicity (optional) _____
[Saint George's School is an Equal Opportunity Employer seeking to diversify its workplace.]

Position Sought _____

Full-Time Part-Time Substitute

Grade Level Qualified to Teach: ____ (Elementary) ____ (Middle School) ____ (High School) ____ (Other)

Subjects Qualified to Teach:

1. _____
2. _____
3. _____

Education

High School _____
Name of School City/State Year Graduated

College/University

Degree Year Rec'd College/University City/State Dates of Enrollment Date Graduated

Degree Year Rec'd College/University City/State Dates of Enrollment Date Graduated

Degree Year Rec'd College/University City/State Dates of Enrollment Date Graduated

Certification _____ (Number) _____ (State Granting)

_____ (Number) _____ (State Granting)

Endorsements _____

PROFESSIONAL EXPERIENCE

Employment History (List Most Recent First)

1. School/Company/Agency _____

Principal/Supervisor _____ Phone _____

Position Held _____

Dates of Employment _____ to _____

Job Description _____

Reason for Leaving _____

2. School/Company/Agency _____

Principal/Supervisor _____ Phone _____

Position Held _____

Dates of Employment _____ to _____

Job Description _____

Reason for Leaving _____

3. School/Company/Agency _____

Principal/Supervisor _____ Phone _____

Position Held _____

Dates of Employment _____ to _____

Job Description _____

Reason for Leaving _____

4. School/Company/Agency _____

Principal/Supervisor _____ Phone _____

Position Held _____

Dates of Employment _____ to _____

Job Description _____

Reason for Leaving _____

PROFESSIONAL QUALIFICATIONS

Subjects Taught

Subject _____ Grade Levels _____

Subject _____ Grade Levels _____

Subject _____ Grade Levels _____

Other _____

Athletics

Sport Coached _____ Level _____

Sport Coached _____ Level _____

Activities Sponsored

Activity _____ Level _____

Activity _____ Level _____

Activity _____ Level _____

Administrative Responsibilities

Computer Literacy

Please list computer equipment and software with which you have experience. _____

Other Experience Contributing to Professional Qualifications

Community Service Work

Professional Organizations and Honors

How Did You Learn About Saint George's School?

AMERICANS WITH DISABILITIES ACT/WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION

Can you perform the essential duties for the position for which you have applied with or without reasonable accommodations?

The information requested in this application is intended to obtain the information Saint George's School (the "Company") needs to determine whether you meet the requirements for the position for which you are applying. The Company is an equal opportunity employer that recruits, hires, trains, and promotes in all job titles without regard to race, color, creed, national origin, gender, pregnancy, sexual orientation or preference, marital status, sex, religion, age, military service, or disability or handicap.

Have you ever applied for a position with Saint George's School? Yes No If yes, please answer the following:
Position: _____ Date of application: ____/____/____

Have you ever worked for Saint George's School? Yes No If yes, please answer the following:
Position: _____ Dates of employment: __/__/__ to __/__/__

MILITARY SERVICE DATA

Have you ever served in the U.S. Armed Forces? Yes No If yes, please give the dates of service:
From ____/____/____ to ____/____/____

List special skills/abilities acquired: _____

REFERENCES

Name	Position	Relationship to Applicant	Phone
1. _____			
2. _____			
3. _____			
4. _____			

Have you ever been convicted of a felony? Yes No

SALARY REQUIREMENTS

Salary Range Required _____ Benefits Required _____

APPLICATION PROCESS

Upon receipt of this completed application, your file becomes active. Any letters, transcripts, or other materials that you send to Saint George's School during the full year following the date on this application will be added to your file. At the end of two calendar years, the file will be discontinued.

THIS APPLICATION DOES NOT CONSTITUTE A WRITTEN EMPLOYMENT AGREEMENT.

IN THE EVENT THAT THE APPLICANT AGREES TO ACCEPT A POSITION WITH THE COMPANY, THE APPLICANT AGREES THAT THE EMPLOYMENT RELATIONSHIP BETWEEN THE COMPANY AND THE EMPLOYEE IS AN AT-WILL RELATIONSHIP AND THAT THE EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE COMPANY OR THE EMPLOYEE.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT. IF THE COMPANY DETERMINES THAT ANY OF THE INFORMATION SUBMITTED IN THIS APPLICATION IS FALSE, I SHALL BE IMMEDIATELY DISQUALIFIED FROM CONSIDERATION FOR EMPLOYMENT AND/OR DISCHARGED FROM EMPLOYMENT IN ACCORDANCE WITH COMPANY POLICY.

I HEREBY GRANT PERMISSION TO THE COMPANY TO INVESTIGATE THE INFORMATION CONTAINED IN THIS APPLICATION AND RELEASE THE COMPANY AND ANY AGENTS OR OTHER PERSONS ACTING ON BEHALF OF THE COMPANY FROM ANY AND ALL LIABILITY RELATING TO ANY INVESTIGATION OF THE INFORMATION CONTAINED IN THIS APPLICATION. ADDITIONALLY, MY SIGNATURE BELOW GRANTS PERMISSION TO THE COMPANY TO CONDUCT A WASHINGTON STATE PATROL CRIMINAL CHECK.

Signature of Applicant _____

Date _____

Please mail the completed application, together with a letter of interest, a current résumé, two letters of recommendation, and any pertinent transcripts or school records to: **Office of the Head of School, Saint George's School, 2929 West Waikiki Road, Spokane, WA 99208-9298**

~ No Phone Calls, Please ~ FAX (509) 462-4967 Phone (509) 466-1636

For more information regarding available positions, please visit the Saint George's School web site at www.sgs.org, link Job Application Info.

Statement of Nondiscrimination Policy: Saint George's School does not discriminate on the basis of age, color, creed, disability, marital status, national or ethnic origin, race, religion, sex, or sexual orientation. This policy applies to all areas of student concerns (admissions, athletics, educational policies, financial aid and loan programs, and other school-administered programs) as well as to all areas of personnel/employee concerns.

An Equal Opportunity Employer