



**When applying for a substitute position at Saint George's School please include the following:**

- Completed SGS application (below)
- Current resume
- No more than four letters of recommendation
  - If you wish to send a list of references rather than letters, please send no more than five names, and for each explain your relationship with the reference and include current phone numbers and e-mail addresses whenever possible.

**Email to:** [employment@sgs.org](mailto:employment@sgs.org)  
***(Preferred Method of Receipt)***

**Mail to:**  
Saint George's School  
Employment Opportunities –Substitutes  
2929 West Waikiki Road  
Spokane, WA 99208-9209



## Application for Employment

Job Title:	
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Today's Date:	
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If you need assistance completing this application, please call (509) 464-8830.

### Personal Information

Title:  Mr.  Mrs.  Miss  Ms.  Dr.

Name (Last, First Middle):	
Address:	
Phone:	
E-mail:	

Have you ever applied for a position at Saint George's School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the position:	Application Date:
Have you ever worked for Saint George's School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the position:	Employment Dates:
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of visa or immigration status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you provide proof of a legal right to work in the United States after hire?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Education (Please list most recent first and include high school.)

School Name	City, State	Degree Earned	Date Graduated

### Previous Employers (Please list most recent first.)

Employer:		City, State:	
Job Title:		Dates of Employment:	
Job Description:			
Reason for Leaving:			
Supervisor Contact Information	Name:	Phone:	
	Title:	E-mail:	

Employer:		City, State:	
Job Title:		Dates of Employment:	
Job Description:			
Reason for Leaving:			
Supervisor Contact Information	Name:	Phone:	
	Title:	E-mail:	

Employer:		City, State:	
Job Title:		Dates of Employment:	
Job Description:			
Reason for Leaving:			
Supervisor Contact Information	Name:	Phone:	
	Title:	E-mail:	

Employer:		City, State:	
Job Title:		Dates of Employment:	
Job Description:			
Reason for Leaving:			
Supervisor Contact Information	Name:	Phone:	
	Title:	E-mail:	

### Professional Qualifications

Administrative Experience:	
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Professional Organizations & Honors:	
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Computer Literacy (Equipment & Software):	
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Community Service:	
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**Professional References**

Name	Position	Relationship to Applicant	Phone	E-mail

**For Teaching Applicants Only (Non-teaching applicants may skip to the next page.)**

Grade Level Qualified to Teach:    Elementary    Middle School    High School    Other

Certification Type	Certificate Number	State Granting

Endorsements:	
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Subject Taught:		Grade Level:	
Subject Taught:		Grade Level:	

Athletics Coached:		Level:	
Athletics Coached:		Level:	

Activity Sponsored:		Level:	
Activity Sponsored:		Level:	

## Salary Range & Benefits Desired

Salary Range Desired:	
Benefits Desired:	

## 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?  Yes  No

The information requested in this application is intended to obtain the information Saint George's School (the "School") needs to determine whether you meet the requirements for the position for which you are applying. The School is an equal opportunity employer that recruits, hires, trains, and promotes in all job titles without regard to age, gender, sexual orientation, religions, marital status, veteran status, creed, color, race, national origin, or the presence of any sensory, mental, physical disability, or family and/or caregiver responsibilities.

## Application Process

For more information regarding available positions, please see the Saint George's School web site at: [www.sgs.org](http://www.sgs.org) Please mail your completed application, a letter of interest, a current resume, two letters of recommendation, and any pertinent transcripts or school records to: Executive Assistant to the Head of School, Saint George's School, 2929 W Waikiki Rd, Spokane, WA 99208 or fax to (509) 462-4967. E-mail: [employment@sgs.org](mailto:employment@sgs.org) or call (509) 464-8830 with any questions.

This application does not constitute a written employment agreement. In the event that the applicant agrees to accept a position with the School, the applicant agrees that the employment relationship between the School and the employee is an at-will relationship and that the employment and compensation can be terminated, with or without cause, at any time, at the option of either the School or the employee.

I certify that the information contained in this application is correct. If the School 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 the School policy.

I hereby grant permission to the School to investigate the information contained in this application and release the School and any agents or other persons acting on behalf of the School from any and all liability relating to any investigation of the information contained in this application. Additionally, my signature below grants permission to the School to conduct a Washington State Patrol Criminal Check.

By electronically submitting this employment application I am acknowledging that I have not misrepresented any education, employment or personal information and have provided to the best of my knowledge and ability accurate and correct information. By electronically submitting this employment application I am granting permission to the School to conduct a Washington State Patrol Criminal Check.

Signature of Applicant:

Date:

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**Statement of Nondiscrimination Policy:** Saint George's School does not discriminate against any employee or applicant for employment because of age, gender, gender identity, sexual orientation, religion, marital status, veteran status, creed, color, race, national origin, or the presence of any sensory, mental or physical disability, or family and/or caregiver responsibilities. This policy applies in all areas of its operation including recruitment, advertisement, purchasing, interviewing, hiring, promotions, transfers, demotions, upgrading, compensation, benefits, training and development, position elimination, termination, return from layoff, recreation programs and all other privileges, terms, and conditions of employment.

**An Equal Opportunity Employer**

Revised – May 9, 2019