



## STAFF APPLICATION FORM – Continued

### JOB RELATED EXPERIENCES

| <b>Dates<br/>From: /<br/>To: /</b> | <b>Business</b> | <b>Position</b> | <b>Supervisor's<br/>Name</b> | <b>Phone No.</b> |
|------------------------------------|-----------------|-----------------|------------------------------|------------------|
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### EXPERIENCE OTHER THAN JOB RELATED

| <b>Dates<br/>From: /<br/>To: /</b> | <b>Business</b> | <b>Position</b> | <b>Supervisor's<br/>Name</b> | <b>Phone Number</b> |
|------------------------------------|-----------------|-----------------|------------------------------|---------------------|
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### PROFESSIONAL REFERENCES: List supervisors with whom you have worked.

| <b>Dates<br/>From: /<br/>To: /</b> | <b>Supervisor's Name</b> | <b>Address</b> | <b>Position</b> | <b>Phone Number<br/>(Work and Home)</b> |
|------------------------------------|--------------------------|----------------|-----------------|---|
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**PROFESSIONAL REFERENCES:** List supervisors with whom you have worked.

| Dates<br>From: /<br>To: / | Supervisor’s Name | Address | Position | Phone Number<br>(Work and Home) |
|---------------------------|-------------------|---------|----------|---------------------------------|
|                           |                   |         |          |                                 |
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|                           |                   |         |          |                                 |

**PERSONAL INFORMATION**

Have you ever gone by another name?

YES NO If YES, write name here \_\_\_\_\_

Have you ever been convicted of any crime or been released from prison following conviction of a crime?

YES NO If YES, give dates and explanation. (Conviction does not automatically exclude you from consideration for employment.)

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position?

YES NO If YES, please explain. Answering “yes” does not automatically exclude you from consideration for employment.)

Have you ever had a certificate revoked, suspended or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures?

YES NO If YES, please explain. (Answering “yes” does not automatically exclude you from consideration for employment.)

**GENERAL INFORMATION**

To have a completed application file, the following needs to be received by St. Paul’s Academy:

- 1) Completed Application Form
- 2) Application Cover Letter
- 3) Resume
- 4) Not required, but preferred: Two Letters of Recommendation

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Any offer of employment will be subject to the acceptable outcome of a criminal history records check.

I authorize The Franklin Academy to make any investigation of any personal, education, vocational, or employment history. I further authorize any current or former employer, person, firm, or agency to provide The Franklin Academy with information they have regarding me. I hereby release and discharge The Franklin Academy and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for immediate dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The Franklin Academy are equal opportunity employers. We prohibit discrimination based on race, color, religion, creed, national origin, gender, marital status, age, pregnancy, or the presence of a disability, or any other basis prohibited by law. The Franklin Academy supports the spirit, policies and practices of affirmative action and encourage qualified men, women, and minority applicants to apply.