

**APPLICATION FOR EMPLOYMENT  
WAKEFIELD SCHOOL**

**NAME** \_\_\_\_\_ **SOC SEC #** \_\_\_\_\_  
Last First Middle

**ADDRESS** \_\_\_\_\_ **HOME PH** \_\_\_\_\_  
Street Apt #

\_\_\_\_\_ **CELL PH** \_\_\_\_\_  
City State Zip

**EMAIL** \_\_\_\_\_ **Preferred Contact Method** \_\_\_\_\_

Position Desired: \_\_\_\_\_ Salary Req'd: \_\_\_\_\_ Date Available: \_\_\_\_\_

Referred By: College/Univ  Recruiter  Walk-in  Internet  Website  Ad  Other

Seeking F/T or P/T employment? F/T  P/T  Either  Substitute  Coach

Years of experience (if applicable): Teaching \_\_\_\_\_ Coaching \_\_\_\_\_ Administration/Mgmt \_\_\_\_\_

Are you legally eligible for employment in the U.S.? Yes  No

Do you have a Commercial Driver's License (CDL)? Yes  No  School bus endorsement? Yes  No

Have you ever been convicted of any criminal offense other than a minor traffic violation? Yes  No

If yes, list all convictions except minor traffic violations, with date, place, and charge:

\_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

	Name of School/Institution	City & State	Dates Attended	Diploma/Degree Rec'd
High School				
College or University				
College or University				
College or University				
Other				

Do you have a teacher's license/certification in Virginia? Yes  No  Another state? \_\_\_\_\_

List any certificates earned or in progress, and/or any additional training programs not included in your formal education: \_\_\_\_\_  
 \_\_\_\_\_

List any professional affiliations to which you belong (do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):  
 \_\_\_\_\_  
 \_\_\_\_\_

**OFFICE USE ONLY** Date Interviewed \_\_\_\_\_ References Checked \_\_\_\_\_ Date Hired \_\_\_\_\_

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**REFERENCES**

Name	Phone #	Relationship	Company/School (if applicable)

**PREVIOUS EMPLOYMENT**

List your current or most recent employment first. Include work related internships, military and volunteer work. Should you need additional space, please list information on a plain sheet of paper and submit it with your application.

<b>Employer Name:</b>	<b>Dates of Employment:</b>
<b>City and State:</b>	<b>Telephone #:</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Your Job Title &amp; Primary Responsibilities:</b>	<b>Salary:</b> \$ _____ per Hour Week Month Year (circle)
<b>Reason for Leaving:</b>	<b>May we contact?</b> YES ____ NO ____

<b>Employer Name:</b>	<b>Dates of Employment:</b>
<b>City and State:</b>	<b>Telephone #:</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Your Job Title &amp; Primary Responsibilities:</b>	<b>Salary:</b> \$ _____ per Hour Week Month Year (circle)
<b>Reason for Leaving:</b>	<b>May we contact?</b> YES ____ NO ____

<b>Employer Name:</b>	<b>Dates of Employment:</b>
<b>City and State:</b>	<b>Telephone #:</b>
<b>Supervisor's Name:</b>	<b>Supervisor's Title:</b>
<b>Your Job Title &amp; Primary Responsibilities:</b>	<b>Salary:</b> \$ _____ per Hour Week Month Year (circle)
<b>Reason for Leaving:</b>	<b>May we contact?</b> YES ____ NO ____

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**RELEASES AND APPLICANT'S SIGNATURE**

*In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquires may be made through contact with previous employers, schools, consumer credit bureaus, government agencies, department of motor vehicles, etc. I understand background reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that Wakefield School may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from any company or educational institutional listed on this application and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.*

*All hiring and employment at Wakefield School, Inc. is at will. I understand this application is not an employment contract, nor can it be used to create one. In the event that I am hired by Wakefield School, Inc., employment may be terminated by Wakefield School, Inc. or by me, with or without notice. I acknowledge that Wakefield School, Inc. has not made any promises or representations that differ from those contained in this paragraph.*

*In the event that I am offered a position with Wakefield School, Inc., I understand that I must provide satisfactory documents to establish my identity and right to work in the United States, and that failure to provide this evidence will result in the termination of my employment. I understand Wakefield School, Inc. may require drug testing and has the right to base decisions about future employment upon the results of such tests.*

*I release and agree to hold harmless any individual, company, business institution, educational institution or government agency from all liability with regard to furnishing information to Wakefield School, Inc. I agree to release and hold harmless Wakefield School, Inc. from all liability with respect to the receipt of such information.*

*I understand the issuance of the application does not indicate that there are positions open and does not in any way obligate Wakefield School, Inc. I will not be paid for time spent while applying for a position or other processing prior to the beginning of employment. This application shall be considered active for a period of time not to exceed ninety days. I understand that if I wish to be considered for employment after that period has elapsed, I must reapply.*

*I certify that the information I have furnished on this application is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Wakefield School, Inc. may be terminated.*

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT NAME (print) \_\_\_\_\_