

MORGANTON DAY SCHOOL
305 West Concord Street
Morganton, NC 28655
828-437-6782

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Date of Application _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email Address _____ Social Security # _____

EDUCATION:

Bachelors:

School _____ Degree _____ Major _____

Graduate:

School _____ Degree _____ Concentration _____

Post Graduate:

School _____ Degree _____ Concentration _____

Additional Education, including coursework, certifications, special courses, and other programs:

APPLYING FOR:

Full-time _____ Part-time _____ Substitute _____ Grade Level/s _____

Middle School _____ Subject Area/s _____

TEACHING CERTIFICATION: (please enclose copies of certificates)

Type of Certificate _____ Area/s of Certification _____

State _____ Date Issued _____ Expiration Date _____

TEACHING EXPERIENCE: (list most recent first)

Name and address of school _____

Grade and/or subjects taught _____

From _____ to _____ Reason for leaving _____

Name and address of school _____

Grade and/or subjects taught _____

From _____ to _____ Reason for leaving _____

Name and address of school _____

Grade and/or subjects taught _____

From _____ to _____ Reason for leaving _____

OTHER WORK EXPERIENCE: (list most recent first)

Name and address of employer _____

_____ Position held _____

Supervisor's name _____ Phone number _____

From _____ to _____ Reason for leaving _____

Name and address of employer _____

_____ Position held _____

Supervisor's name _____ Phone number _____

From _____ to _____ Reason for leaving _____

Name and address of employer _____

_____ Position held _____

Supervisor's name _____ Phone number _____

From _____ to _____ Reason for leaving _____

PROFESSIONAL REFERENCES: (include at least one former employer, no personal friends, family or neighbors)

Name _____ Relationship to you _____

Address _____

Email _____ Phone number _____

Name _____ Relationship to you _____

Address _____

Email _____ Phone number _____

Name _____ Relationship to you _____

Address _____

Email _____ Phone number _____

EXTRACURRICULAR ACTIVITIES:

Independent schools seek accomplished teachers who also have experience in other areas of school activities. Please indicate areas where you would be willing to serve. Put a 1 where you have proficiency and 2 where you could assist.

Newspaper/Newsletter	_____	Outdoor Education	_____
Yearbook	_____	Foreign Travel Programs	_____
Photography	_____	Peer Mentoring	_____
Scholastic Competitions	_____	Science or Math Clubs	_____
Music	_____	Drama	_____
Athletics (specify)	_____		_____

Personal Interests and Hobbies: _____

Recent professional workshops, conferences, or other professional development activities:

Professional organizations of which you are a member: _____

List areas in which you are computer proficient (word processing, spread sheet, PowerPoint, photoshop, etc.)

Please answer the following question in an attached paragraph.

What role does the teacher play in creating an environment in which students can best learn?

PRE-EMPLOYMENT STATEMENTS AND RELEASE:

Have you ever been convicted of a violation of a federal, state, county, or municipal law, regulation or ordinance? (disregard events prior to your 18th birthday and minor traffic violations)

_____no _____yes If yes, please attach an explanation.

Have you ever been previously employed by Morganton Day School, or formerly, The Children's School?

_____no _____yes If yes, please state position and dates.

I agree that the information provided on this application is true, correct, and complete to the best of my knowledge and belief, and I agree that falsified information or significant omissions may disqualify me from consideration for employment and may be considered justification for termination if discovered at a later date.

I authorize persons, schools, current and previous employers, and organizations named in this application to provide Morganton Day School with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages that may result from this information's release, disclosure, maintenance, or use. I further acknowledge and agree that Morganton Day School may check references from other sources other than those references listed herein.

I understand that a criminal background check and driver's license check will be done as part of the hiring process. I further understand that I may be asked to take a medical examination, which may include drug testing, either prior to commencement of employment or after I have become employed, as deemed necessary by Morganton Day School.

This application has been read by me in its entirety. I understand that this application does not constitute an employment contract of any kind.

Signature of Applicant: _____ Date: _____