

# 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:

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### 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 18<sup>th</sup> 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: \_\_\_\_\_