



# Employment & Volunteer Application

Today's Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_

## PERSONAL INFORMATION

Name (First, Middle, Last): \_\_\_\_\_ Maiden Name \_\_\_\_\_

Current Address (Street, City, State, Zip): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous Address (Street, City, State, Zip): \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## EDUCATION

Highest Degree Held	Concentration Area	Location	Date Awarded
---------------------	--------------------	----------	--------------

Please list all post-secondary institutions attended:

<u>Institution</u>	<u>Date(s) Attended</u>	<u>Degree Earned</u>
--------------------	-------------------------	----------------------


Special Skills & Qualifications (list job related licenses, skills, training, awards, special accomplishments):

\_\_\_\_\_

\_\_\_\_\_

## HEALTH

Do you have any health issues that may limit your working capabilities?  No  Yes

If yes, please explain. \_\_\_\_\_

## FOR SCHOOL VOLUNTEERS

I am interested in Volunteer Opportunities at Mead Hall.  No  Yes

If yes, what area(s) do you prefer? \_\_\_\_\_

(Circle all applicable) Days available: Monday Tuesday Wednesday Thursday Friday

## FOR GUEST TEACHERS

If you are interested in guest teaching, which levels are you interested in teaching?

Kindergarten  Lower School  Middle School  Upper School  Enrichments \_\_\_\_\_

(Circle all applicable) Days available: Monday Tuesday Wednesday Thursday Friday

**EMPLOYMENT HISTORY** *Begin with present or most recent.*

Current (or most recent) Employer	Position
Address (Street, City, State, Zip)	Dates of Employment
Reason Left/Leaving	Phone Number

Employer	Position
Address (Street, City, State, Zip)	Dates of Employment
Reason Left	Phone Number

Employer	Position
Address (Street, City, State, Zip)	Dates of Employment
Reason Left	Phone Number

**REFERENCES**

List at least three persons with firsthand knowledge of your character, scholarship, and teaching (if applicable):

Name	Address	Position/Relationship	Daytime Phone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**OTHER INFORMATION**

The space below is for more detailed information as to your general qualifications and experiences. Attach additional sheets if necessary.

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

By my signature, I certify that the information provided on this application is true and complete to the best of my knowledge. and I agree to allow the school to conduct a law enforcement background investigation, as well as verification of any or all information listed on this application. I understand that falsified information or omissions may disqualify me from employment or volunteer work at Mead Hall Episcopal School.

Printed Name of Applicant	Signature of Applicant	Date
---------------------------	------------------------	------

*In accordance with law, Mead Hall Episcopal School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.*

<b>FOR OFFICE USE ONLY</b>	
____ Interview completed (Initial: _____ Date: _____)	____ Background check completed (Initial: _____ Date: _____)
____ References checked (Initial: _____ Date: _____)	____ W-4 _____ I-9
____ Safe Church completed (Initial: _____ Date: _____)	____ Copy of Drivers License
____ Hire Date: _____	