

Jackson Day School



Application for Employment

Jackson Day School is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, national or ethnic origin, disability, age, or veteran status.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered.

Please fill out **each** box (**do not indicate "See Resume."**)

Position Desired Office/Admin/Other Teacher Full Time Teacher Assistant Specialty Teacher Substitute Teacher Custodian Driver	Name : (First, Middle, Last)		Other names under which you have attended school or been employed:	
	Desired Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either			
	Email:			
Street Address:		City, State & Zip:	Other cities/states you lived in:	
Social Security Number:	Home Phone:	Work Phone:	Driver's license # and state	
List any hobbies:		Personal Email:		
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No			If NO, what is your current age?
Are you related to any current Mountain Island Day or Early Beginnings Employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No			If YES, their name & their relationship to you?
How did you learn about this employment opportunity at Jackson Day School? Please check all that apply:				
<input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Ad in magazine <input type="checkbox"/> Referral by employee <input type="checkbox"/> Ad in newspaper: Which Paper? <input type="checkbox"/> Other: _____ <input type="checkbox"/> Road Sign: Where? _____				

EDUCATION & TRAINING

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Other credentials, licenses, certifications, professional affiliations, etc., which are relevant to the job(s) for which you are applying. (Ex: NC Teaching License, Board Certification, BK Certification, etc.)

SKILLS: Please list skill training you have received (Military, Trade, Business, Secretarial, Etc...) Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

Do you speak any foreign languages spoken or read fluently? _____ Language: _____

List grades you wish to teach in order of preference.	1. _____	2. _____	3. _____
List any extra curricular activities you can lead.	1. _____	2. _____	3. _____
List any other jobs or tasks you are willing/suited to do.	1. _____	2. _____	3. _____

WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: Jackson Day School reserves the right to contact **all** current and former employers for reference information.

Dates Employed (most recent position) From: _____ To: _____	Employer/Organization (Name, Address, Phone)	
Starting Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal If part-time, # hours p/d, p/w: _____	Title/Position:
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Briefly describe your role and duties:		Reason for leaving:

Work Experience continued:

Dates Employed : M/Y to M/Y From: To:		Employer/Organization (Name, Address, Phone)	
Starting Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal If part-time, # hours p/d, p/w: _____	Title/Position:	
Final Salary:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Briefly describe your duties:		Reason for Leaving:	

Dates Employed : M/Y to M/Y From: To:		Employer/Organization (Name, Address, Phone)	
Starting Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal If part-time, # hours p/d, p/w: _____	Title/Position:	
Final Salary:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Briefly describe your duties:		Reason for Leaving:	

Dates Employed : M/Y to M/Y From: To:		Employer/Organization (Name, Address, Phone)	
Starting Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal If part-time, # hours p/d, p/w: _____	Title/Position:	
Final Salary:			
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate	
Briefly describe your duties:		Reason for Leaving:	

PROFESSIONAL REFERENCES (Supervisors, Colleagues, Customer, etc.)

Name	Address	Phone	Relationship

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Jackson Day School to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal background check, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Jackson Day School serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that the first THREE MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____

RETURN APPLICATION TO:
Jackson Day School
 1209 LITTLE ROCK ROAD
 CHARLOTTE NC 28214

Or email it to the hiring staff you have spoken to.
 Email formats are first initial, last name @jacksonday.org
 (ex: Jim Smith = jsmith@jacksonday.org)