



7100 Davis Boulevard, Naples, Florida 34104 239-793-1986

## EMPLOYMENT APPLICATION

### Notice of Nondiscriminatory Policy

Seacrest School provides equal employment opportunity without regard to an applicant's race, color, religion, gender, national origin, age, physical or mental disability, genetic information, medical condition, veteran status, or any other characteristic protected by federal or state law. Seacrest School is an Equal Employment Opportunity employer. It does not discriminate in administration of its educational policies, admissions and employment policies, scholarship and loan programs, and athletic and other school-administered programs.

### PERSONAL INFORMATION

**Name**

\_\_\_\_\_

Last

First

Middle

**Address**

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip

**Phone**

\_\_\_\_\_

Home

Work

Cell

**Email**

\_\_\_\_\_

### EMPLOYMENT DESIRED

**Position Applied For:**

**Date Available:**

**Area of interest, *If applicable*:**

\_\_\_\_ Preschool (PK-K) \_\_\_\_ Elementary (1-5) \_\_\_\_ Middle (6-8) \_\_\_\_ Secondary (9-12)

Were you referred by a current employee?  No  Yes If yes, name \_\_\_\_\_

If you hold or have held a Florida Teaching Certificate, please provide:

Rank \_\_\_\_\_ Type \_\_\_\_\_ Date Issued \_\_\_\_\_ Expires \_\_\_\_\_

Florida Certificate #: \_\_\_\_\_ List Fields and Code Number: \_\_\_\_\_

Have you applied for a Florida Teaching Certificate? \_\_\_\_ Yes \_\_\_\_ No If "Yes," when? \_\_\_\_\_

Have you ever had a Teaching Certificate revoked in any state? \_\_\_\_ Yes \_\_\_\_ No

If "Yes," where/when? \_\_\_\_\_

## EDUCATION

<b>High School</b>	Name of School	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
	City/State/Country	
<b>College/ University</b>	Name of School	Major
	City/State/Country	
	Degree Received? Degree name: _____ Year rec'd: _____	
<b>College/ University</b>	Name of School	Major
	City/State/Country	
	Degree Received? Degree name: _____ Year rec'd: _____	
<b>Other</b>	Name of School	Major
	City/State/Country	
	Degree Received? Degree name: _____ Year rec'd: _____	

List any other certificates or licenses you hold that may help qualify you for employment:

Type and License or

Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List any job-related professional or technical organizations to which you belong:

*(You may exclude those which indicate race, gender, national origin, or any other protected classification of its members):*

In what languages are you fluent :

## BACKGROUND DATA \*

\*Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No

\*Are you 18 years of age or older?  Yes  No

\*Do you have a valid Driver's License?  Yes  No

\*Have you been convicted of a felony or misdemeanor?  Yes  No

If yes, describe the nature of the crime(s), the date(s) of conviction, the place(s) of conviction/penalty imposed:

\*Are you currently released and awaiting trial on a criminal offense?  Yes  No

If yes, please describe \_\_\_\_\_

***\*Answers will not necessarily disqualify you for employment. These issues will be discussed personally and privately if chosen for an interview. This information will only be used in an employment decision if the answers directly affect the specific job for which you are applying.***

***We comply with the Americans With Disabilities Act of 1990.***

**EMPLOYMENT HISTORY** (Please list all employers within past 10 years; attach resume or additional sheet if necessary)

School/Employer		City, State
Position		Name of Principal/ Supervisor
Start Date	End Date	Salary range
Reason for leaving:		
Grade or subjects taught / Duties:		
School/Employer		City, State
Position		Name of Principal/ Supervisor
Start Date	End Date	Salary range
Reason for leaving:		
Grade or subjects taught / Duties:		
School/Employer		City, State
Position		Name of Principal/ Supervisor
Start Date	End Date	Salary range
Reason for leaving:		
Grade or subjects taught / Duties:		
School/Employer		City, State
Position		Name of Principal/ Supervisor
Start Date	End Date	Salary range
Reason for leaving:		
Grade or subjects taught / Duties:		

List school activities other than classroom teaching in which you are qualified to engage, e.g. Coaching, Dramatics, Publications, etc.: \_\_\_\_\_

May we contact your present employer?  Yes  No

Instructional applicants:

If you are currently under contract, give name and location of school system: \_\_\_\_\_

Have you ever been requested to resign from a position or not been reappointed? \_\_\_\_\_

Total years full time teaching experience under contract: \_\_\_\_\_

**I hereby authorize my former employers to furnish their records of my service, my reason for leaving their employ, together with all employment related information they can provide concerning me.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WHY SEACREST?**

Please write a brief statement, in your handwriting, concerning your reason for wanting to work at Seacrest.

**PROFESSIONAL REFERENCES**

Please provide three individuals who can discuss your current or past work performance

Name and Contact Information.	Organization / Position	Relationship	Years Known
1. Name:			
Phone:	E-mail:		
2. Name:			
Phone:	E-mail:		
3. Name:			
Phone:	E-mail:		

**APPLICANT STATEMENT****I understand and acknowledge the following:**

1. I affirm that answers given herein are true and complete to the best of my knowledge. I agree that any omission, misrepresentation, falsification or misstatement of material facts or information on this application or related documents and interviews may result in the rejection of this application or my immediate discharge if I am employed
2. I also understand that unless this application is completed in detail, it will not be considered. All copies of transcripts and written references must be on file before an employment contract can be signed.
3. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States. I will also be asked to submit fingerprints and give consent for a criminal and sexual abuse background check .
4. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing
5. I understand also, that I am required to abide by all rules and regulations of the employer.
6. I have read and understand everything on this application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EEO INFORMATION**

Seacrest Country Day School is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Seacrest School invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Applicant's Name (not necessary): \_\_\_\_\_

**Gender:**         Male                       Female

**Race/Ethnic Group:** (Please check one box only)

Hispanic or Latino                       White (includes European, Middle Eastern & North African)

Black or African American                       Asian

Native Hawaiian or Other Pacific Islander

North or South American Indian or Alaskan Native

Two or more races                       Other – NOT Hispanic or Latino

**This information will be separated from you application and will be used for federal reporting purposes only.**