



St. Margaret's School

Belong. Believe. Become.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Date: _____

Name _____

Address _____

Telephone (Home) _____ (Cell) _____

Email address _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Minimum Salary Requirement _____

Have you ever applied to St. Margaret's School before? _____ If so, when? _____

EDUCATION

Secondary School Attended _____ Grade Completed _____

College/University	Degree	Major	Minor
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Other _____

GENERAL

Please describe any special skills or abilities that you could bring to this position.



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EMPLOYMENT EXPERIENCE (Please list most recent employment first.)

Employer _____ Date from _____ to _____

Address _____ Telephone _____

Position held _____ Reason for leaving _____

Employer _____ Date from _____ to _____

Address _____ Telephone _____

Position held _____ Reason for leaving _____

Employer _____ Date from _____ to _____

Address _____ Telephone _____

Position held _____ Reason for leaving _____

REFERENCES: List at least two supervisors, teachers, or co-workers who have knowledge of your experience and ability in your most recent position.

Name	Relationship	Phone Number/Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you eligible to work in the United States? Yes No

Proof of eligibility will be required within 3 days after you start working

Have you ever been convicted of a crime? Yes No

If yes, explain: _____

You will not be denied employment solely because of a conviction record. We will consider the nature and recentness of the offense.



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Do you have any commitments or agreements with another employer that might affect your employment with the School?

Yes No If yes, explain:

As an applicant for employment with the School, I understand the following:

This application will remain on file for 60 days. If I am hired within this period, this form will be transferred to my individual personnel file.

If I am not hired within 60 days, this application is no longer active, and I will need to re-apply for employment if I wish to be considered for a job with the School.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed and those that know me that are unlisted to give St. Margaret's School any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and I release all parties from all liability for any damage that may result from furnishing same to St. Margaret's School. I understand and agree that, if hired, my employment is contingent on completion of a background check and driving record check that has satisfactory results as determined by standards established by the school. I further understand that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at anytime for any reason without any prior notice."

Date _____ Signature _____

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St. Margaret's is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, color, sex, national origin, age, disability, or any other characteristic protected by law applicable to a religious educational institution.

PLEASE RETURN APPLICATIONS TO:

St. Margaret's School
Attn: Jimmy Townsend, Director of Maintenance
P.O. Box 158
Tappahannock, VA 22560
Fax: 804.443.1832 or
Email: jtowsen@smsapps.org

PLEASE DO NOT DROP OFF APPLICATIONS AT THE SCHOOL. THEY MUST BE MAILED, EMAILED, OR FAXED.