



ST. BENEDICT'S EPISCOPAL SCHOOL

Faculty/Staff Application

Date of Application

Last Name First Name Middle Initial

Present Street Address City State Zip Code

Home Phone Business Phone Cell Phone Email Address
(Please include area codes)

Applying for: Full Time Teaching _____ Assistant Teacher _____ *Substitute _____

Applying for: Staff (admin) _____ (indicate which position with an X)

Are you legally authorized to work in the U.S.? Yes No

Proof of identity and eligibility to work in the United States will be required upon employment. St. Benedict's Episcopal School participates in the Electronic Employment Eligibility Verification Program (EVerify).

Have you ever worked for St. Benedict's Episcopal School? Yes No

If so, when and position? _____

How did you hear of this position? _____

Date available for employment by St. Benedict's Episcopal School: _____

If applying for a full-time teaching position please attach a photocopy of teaching certificate and all transcripts. Any other documents you feel will be of assistance to us may be included as well. It is our practice to hold candidate files through a minimum of one year from application.

*If you are applying for a position as a substitute, it is important that you let us know when you are no longer available for that duty. Please contact human resources (678-279-4305) with that information.

RETURN TO:

St. Benedict's Episcopal School
2160 Cooper Lake Road
Smyrna, GA 30080

ATTN: HUMAN RESOURCES

(678) 279-4300 • email to: careers@stbs.org • www.stbs.org

EDUCATION:

Bachelor's:

School	Degree	Major	Minor
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Graduate:

School	Degree	Graduate Concentration	Thesis Topic
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Post-Graduate:

School	Degree	Post-Graduate Concentration	Thesis Topic
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TEACHING POSITIONS ONLY: Education courses: (Non-academic majors only)

_____ number of quarter hours _____ or semester hours _____

_____ number of quarter hours _____ or semester hours _____

_____ number of quarter hours _____ or semester hours _____

Official college and graduate transcripts must be on file to complete the employment process. These transcripts are not necessary for initial candidate evaluation.

Have you ever been placed on disciplinary probation or suspension from a college or university? Yes No
If yes, please attach an explanation.

TEACHING ASSIGNMENT PREFERENCE:

(Indicate the school that best meets your qualifications and interests. If more than one, mark 1st, 2nd, 3rd)

Preschool (Age 2 through Pre-K)	_____	Elementary School (Grades K-5)	_____	Middle School (Grades 6-8)	_____
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Grade Level or Subject Preference: _____

TEACHING EXPERIENCE: (List most recent first.)

Dates		Name & Address of School	Reason for Leaving
From	To		
Subjects Taught:		Extra-curricular Involvement:	

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From	To		
Subjects Taught:		Extra-curricular Involvement:	

Teaching certification area: _____ State _____ Year Issued _____ Expires _____

Total years of full-time teaching experience _____ Are you under contract now? _____ At what salary? _____ May we contact your employer? _____

OTHER WORK EXPERIENCE: (List most recent first.)

Dates		Name & Address of Employer	Position Held	Supervisor's Name	Reason for Leaving
From	To				

Dates		Name & Address of Employer	Position Held	Supervisor's Name	Reason for Leaving
From	To				

Dates		Name & Address of Employer	Position Held	Supervisor's Name	Reason for Leaving
From	To				

List areas in which you are computer proficient (Microsoft Office Word, Excel, PowerPoint, etc.):

EXTRACURRICULAR ACTIVITIES:

Independent schools seek people accomplished in specific academic areas, but also in other areas of school life.

Please indicate the areas where you would be willing to serve. Mark (1) where you have great proficiency or experience, and (2) where you could assist.

After-School Clubs	_____	Newsletter	_____
Green Team	_____	Peer Mentoring	_____
Greenhouse	_____	Science or Math Clubs	_____
Homework Helper	_____	Other (<i>please specify</i>)	_____
Language Clubs	_____		_____

Recent professional workshops, conferences, or other professional development activities: _____

Recent reading (professional): _____

Professional organizations of which you are a member: _____

Professional honors or achievements: _____

TEACHING POSITIONS ONLY:

Please answer the following question in an attached statement:

What role does the teacher play in creating an environment in which students can best learn?

PROFESSIONAL REFERENCES: (Include at least one former employer. Do not include personal friends, family, or neighbors.)

Name	Title	Employer
Your Relationship to this Reference		Email Address
Address		Phone Number

Name	Title	Employer
Your Relationship to this Reference		Email Address
Address		Phone Number

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Your Relationship to this Reference		Email Address
Address		Phone Number

I certify 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 St. Benedict's Episcopal 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 whatsoever that may result from this information's release, disclosure, maintenance, or use.

I 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 St. Benedict's Episcopal School. Because this position is working directly with children, I understand that I will be required to submit to a background check, drug testing and complete the required courses, Safeguarding God's Children, to work or volunteer on the School premises. The results of these tests must be acceptable in order to work at the 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: _____

St. Benedict's Episcopal School is an independent, coeducational, elementary school, which does not discriminate on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy) age, disability, national or ethnic origin or any other protected characteristic established by law in the employment of faculty and staff.