



Shorecrest

PREPARATORY SCHOOL

5101 First Street NE, Saint Petersburg, FL 33703-3099
727.522.2111 www.shorecrest.org Fax 727.527.4191

Application for Employment (Confidential) (WE ARE AN EQUAL OPPORTUNITY EMPLOYER)

APPLICANT'S STATEMENT

Shorecrest acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin, sex, pregnancy, sexual orientation, gender identity or expression, citizenship status, genetic information, handicap or disability, veteran status, in admissions, access, employment, tuition assistance, educational policies, or the school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Kristine Grant, Head of Middle School & In-House Counsel, 5101 First Street Northeast, St. Petersburg, Florida 33703, (727) 522-2111, kgrant@shorecrest.org or to the U.S. Department of Education's Office for Civil Rights (OCR).

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I authorize the School to search and review all social media sites for information about me. I understand that such query is undertaken to ensure that I have not engaged in any inappropriate or unprofessional behaviors that are contrary to the mission of the School.

I understand that the School reserves the right, to the extent permitted by law, to require fingerprinting, background, drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the Headmaster may do so in writing. If I am hired under a contract, the contract will control the terms of my employment.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

Applications are kept on file for one year.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Date

Applicant's Sign

GENERAL INSTRUCTIONS:

Please PRINT clearly when completing this application in its entirety. If an item does not apply, respond by using "NA". If more space is needed for your response, please attach additional sheets.

PERSONAL DATA

Last Name		First Name		Middle Name
<input type="text"/>		<input type="text"/>		<input type="text"/>
Present Address: Street and Unit # City, State, Zip				How long have you lived there? Years Months
Previous Address: Street and Unit # City, State, Zip				How long did you live there? Years Months
Home Phone	Email Address			Are you 18 years of age or older?
Cellular Phone				<input type="checkbox"/> Yes <input type="checkbox"/> No
When are you available for work?	Are you a new applicant?		Referred by	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Position Desired				
<input type="checkbox"/> Administrator	<input type="checkbox"/> Teacher (indicate grade level/subjects):		<input type="checkbox"/> Office Staff	
<input type="checkbox"/> Staff	Grade level _____		<input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Teacher Assistant	Subjects _____		_____	
<input type="checkbox"/> Substitute Teacher	_____		_____	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time				

EDUCATION

	Name/Location	Diploma/Degree	Course of Study or Major	Distinctions, Specialized Experience or Training
High School				
College/University				
Graduate/Professional				
Trade or Correspondence				

(A copy of your transcript may be requested later)

PROFESSIONAL

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

For Teachers

List extracurricular activities or coaching assignments you would be willing to accept:

List experiences you have had which are related to teaching:

Certification (if applicable) State _____ Type _____ Number _____

For Administrators (optional for teachers)

Please attach a statement of your educational philosophy to this application.

WORK EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first.

Employer 1	Dates Employed		Work Performed
	From (M/Yr)	To (M/Yr)	
Telephone Number(s)	Supervisor Name & Title		
Email Address:			
Address			
Job Title			
Reason for Leaving			
Employer 2	Dates Employed		Work Performed
	From (M/Yr)	To (M/Yr)	
Telephone Number(s)	Supervisor Name & Title		
Email Address:			
Address			
Job Title			
Reason for Leaving			
Employer 3	Dates Employed		Work Performed
	From (M/Yr)	To (M/Yr)	
Telephone Number(s)	Supervisor Name & Title		
Email Address:			
Address			
Job Title			
Reason for Leaving			

REFERENCES

Give no fewer than three references capable of judging your ability to perform the kind of work for which you have applied. (At least two references should be professional.)

	Name of Reference	School/Company	Present Address
1			
		Position	Telephone
	Name of Reference	School/Company	Present Address
2			
		Position	Telephone
	Name of Reference	School/Company	Present Address
3			
		Position	Telephone
	Name of Reference	School/Company	Present Address
4			
		Position	Telephone

BACKGROUND INFORMATION

Please explain fully any gaps in your employment history. Be sure to account for all periods of time, including military service and any period of unemployment: _____

List any other names which you may have used and which will be necessary to verify prior to your employment, include maiden name: _____

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances: _____

May we contact your present employer? Yes No

If no, please explain: _____

May we contact your references prior to speaking with you? Yes No

Were you previously employed at Shorecrest Preparatory School? Yes No

If yes: From _____ To _____ Position _____

Do you have any friends or relatives working at Shorecrest Preparatory School? Yes No

If yes, Name(s) and Relationship: _____

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, please explain: _____

OTHER You may attach other material to this application if relevant.