

St. Michael's Episcopal School
8706 Quaker Lane
Richmond, Virginia 23235
(804) 272-3514

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Present Mailing Address _____
Street City State Zip

Telephone: Present _____
Permanent _____
Work _____

Social Security Number _____ Today's Date _____

Signature _____

LICENSURE

If you have been issued a Virginia or out-of-state license, submit a copy. Type of Virginia license:

Provisional Collegiate Professional Postgraduate Professional

Year of Expiration of Virginia license _____ Endorsements _____

Have you applied for a Virginia License? Yes No

Out of State License:

State	Expiration Date	Endorsements

Have you taken the PRAXIS/NTE? (If yes, please submit a copy of your scores.)

PRAXIS I: Yes No Month/Year: _____
Specialty Area: Yes No Month/Year: _____

GENERAL INFORMATION

Date Available: _____

Are you under contract? Yes No If yes, where? _____

Present Position _____

May we contact your present employer? _____

If you answer yes to any of the following questions, you must explain under additional remarks.

- Have you ever been refused tenure or a continuing contract? Yes No
- Have you ever been discharged or requested to resign from a former position? Yes No
- Have you ever been convicted of a violation of law other than a minor traffic violation? Yes No
- Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child? Yes No
- Have you ever been the subject of a founded case of child abuse and/or neglect? Yes No

PROCEDURES

Required Credentials: It is the applicant's responsibility to have the following credentials forwarded to the Headmaster before consideration will be given for employment:

1. Transcripts - from undergraduate and graduate work are required. (Unofficial transcripts are acceptable.)
2. References – Unless included in Placement File, applicants with education experience must provide recommendations from principals and/or superintendents from all contracted education experiences within the past 3 years. If experience was not within the past 3 years, provide references from last contracted experience. (A minimum of three references is required.)

Name of Reference	Position	Address	Phone Number
1.			
2.			
3.			

Optional Credentials:

3. College/University Placement Folders

- a. Are you registered with a placement office? Yes No

If yes, give name under which you are registered _____

- b. Beginning teachers NOT REGISTERED with a placement office should include as reference sources their student teaching supervisor(s), cooperating teacher(s), and college professors.

EDUCATION

	Elementary School	High School	College/University
School Name & Location			
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Describe any specified training, apprenticeship, skills and extra curricular			
Describe any honors you have received			
List professional, trade or business or civic activities and offices held.			

EDUCATIONAL AND PROFESSIONAL TRAINING
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Level of Education	Name of School or University	State	Type of Degree	Field of Study	Year of Graduation	Dates of Attendance

STUDENT TEACHING EXPERIENCE

Name of School	School Division/County	State	Grade Level and/or Subject	Dates	Final Grade

TEACHING EXPERIENCE

Name of School	School Division City/County	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo/Day/Yr (From – To)	Total Years	Full Time	Part Time

WORK EXPERIENCE OTHER THAN TEACHING INCLUDING ADMINISTRATION EXPERIENCE

Employer	School Division City/County	State	Position Held	Dates of Employment	Final Salary

MILITARY EXPERIENCE

Branch of Service	Inclusive Dates	Type of Discharge

WHY DO YOU WANT TO TEACH AT ST. MICHAEL'S

ADDITIONAL REMARKS
