

**SAINT JOHN PREPARATORY SCHOOL
APPLICATION FOR EMPLOYMENT**

Return to: Saint John Preparatory School
3404 West Beltline Boulevard
Columbia, SC 29203

Office: (803) 256-8542
Church Office: (803)254-4170
Fax: (803) 254-4036

Name _____ Date of Birth ____/____/____

Address _____
Street City State

Social Security Number _____ - _____ - _____

Education:

Elementary School _____

High School _____ Year Completed _____

College _____ Year Completed _____

Degree Earned _____ Major _____ Minor _____

Further Study _____

CDA Credentials _____ Date Earned _____

Position Desired:

Director _____ Administrative Assistant _____ Teacher _____

Teacher Assistant _____ Cook _____ Cook Assistant _____

Applicant Status:

New Applicant Former Employee (Date) _____ Former Applicant

EMPLOYMENT RECORD

Please list jobs starting with your present or last job. If more space is needed, attach additional sheets in the same format, including your name, social security number and signature. A resume' may not be substituted for completing this section.

1. Employer _____
From : Month _____ Year ____ TO Month _____ Year _____
Address _____ Title _____
_____ Telephone _____
Supervisor _____
Reason for Leaving _____

2. Employer _____
From : Month _____ Year ____ TO Month _____ Year _____
Address _____ Title _____
_____ Telephone _____
Supervisor _____
Reason for Leaving _____

3. Employer _____
From : Month _____ Year ____ TO Month _____ Year _____
Address _____ Title _____
_____ Telephone _____
Supervisor _____
Reason for Leaving _____

4. Employer _____
From : Month _____ Year ____ TO Month _____ Year _____
Address _____ Title _____
_____ Telephone _____
Supervisor _____

Reason for Leaving _____

REFERENCE

Give the names of three people, not relatives, who are familiar with your work.

Name of Reference	Mailing Address	Email Address	Telephone Number

Have you ever been convicted of a crime? If so, please explain. (Do not include minor traffic violations)

Have you ever been dismissed, asked to resign or refuse employment? If so, please explain.

Have you served in the military? If so, what type of discharge. _____

If your answer to either of the above questions is "yes", please provide details on a separate sheet of paper.

AFFIRMATION

I hereby affirm that the information given by me in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification or omission will be sufficient cause for cancellation of the application, or discharge, if I have been employed. I further understand that this application and all materials related to it becomes the property of Saint John Preparatory School and not available to the applicant.

Signature _____ Date ____/____/____

Emergency Contact Information:

Name _____ Telephone _____

Address _____
Street City State

Relationship _____ Telephone _____