



EMPLOYMENT/VOLUNTEER APPLICATION

PERSONAL INFORMATION

Name (Last, First, Middle): _____ Social Security Number: _____
 Address (Street, City, Zip): _____
 Email Address: _____ Phone Number: _____
 Date of Birth: _____ Position (s) Desired: _____
 Have you ever been convicted of a felony? _____ If yes, please explain: _____

EDUCATION

High School (Name & Address): _____ Did you Graduate _____
 College (Name & Address): _____
 Major (s)/ Degree (s): _____
 Post Graduate (Name & Address): _____
 Major (s)/ Degree (s): _____
 Trade/Business School/Other: _____
 Special Skills & Qualifications (list job related licenses, skills, training, honors, awards, special accomplishments): _____

* Please attach resume and/or letters of recommendation.

EMPLOYMENT HISTORY

Please start with the present or most recent position.

Employer: _____ Supervisor: _____
 Address: _____ Phone Number: _____
 Dates: _____ Position/Duties: _____

Salary: _____ Reason (s) for leaving: _____

Employer: _____ Supervisor: _____
 Address: _____ Phone Number: _____
 Dates: _____ Position/Duties: _____

Salary: _____ Reason (s) for leaving: _____

PROFESSIONAL INFORMATION

Do you presently hold a South Carolina Teaching Certificate? _____ Certificate Number: _____ Expiration Date: _____
 Areas of Certification: _____ Are you presently under contract? _____
 Subject/grades you prefer to teach: _____ Subject/grades you can teach: _____
 Is there a minimum salary you will accept? _____ If yes, How much? _____ With what extra-curricular activities can you help? _____

FOR SCHOOL VOLUNTEERS

I am interested in Volunteer Opportunities at Colleton Preparatory Academy: YES NO If yes, What area (s) do you prefer? _____

(Circle all applicable)

Number of days available per week: 1 2 3 4 5

Days available: Monday Tuesday Wednesday Thursday Friday No Preference

REFERENCES

Name: _____ Title: _____ Phone Number: _____
 Name: _____ Title: _____ Phone Number: _____
 Name: _____ Title: _____ Phone Number: _____

By my signature, I certify that the information provided on this application is true and complete to the best of my knowledge; and I agree to allow the school to conduct a law enforcement background investigation, as well as verification of any or all information listed on this application. I understand that falsified information or omissions may disqualify me from employment or volunteer work at Colleton Preparatory Academy.

 Printed Name of Applicant

 Applicant Signature

 Date

FOR OFFICE USE ONLY

____ Interview complete (Initial: _____ Date: _____) _____ Background check completed (Initial: _____ Date: _____) _____ Employee/Student Relationship Form
 _____ References checked (Initial: _____ Date: _____) _____ E-Verify (Initial: _____ Date: _____) _____ 10 Year driving record (if applicable)
 _____ Hire Date: _____ _____ S.C. New Hire (Initial: _____ Date: _____) _____ W-4 _____ I-9
 _____ 2 Forms of ID