



194 N. Limestone Street, Lexington, Kentucky 40507
 Telephone (859) 254-1361 www.sayreschool.org Facsimile (859) 231-0508

APPLICATION FOR EMPLOYMENT

Sayre School (the "School") actively seeks qualified individuals with diverse backgrounds and talents who will make a positive contribution to school life. The School is committed to providing equal opportunity to all employees and applicants without regard to age, race, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, citizenship status, uniform service member status, genetic information, religion, handicap or disability, if the individual is a smoker or non-smoker as long as the individual complies with workplace smoking policies, or any other protected status in accordance with all federal, state, or local law.

General Instructions: Please PRINT clearly. Each inquiry on this application must be fully answered or completed. If an inquiry does not apply, respond by using "N/A." If more space is needed for your response, please attach additional sheets of paper.

PERSONAL DATA

Last Name	First Name	Middle Name
Present Address Street and Number City, State, Zip	How long have you lived there: Years _____ Months _____	
Previous Address Street and Number City, State, Zip	How long have you lived there: Years _____ Months _____	
Telephone Number(s)	E-Mail Address	
Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No	Who were you referred by?	
Position Desired: <input type="checkbox"/> Administrator <input type="checkbox"/> Teacher (indicate grade level/subjects): <input type="checkbox"/> Teacher Assistant Grade Level _____ <input type="checkbox"/> Substitute Teacher Subjects _____		
<input type="checkbox"/> Office Staff <input type="checkbox"/> Other (specify): _____		
Placement Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
When are you available for work?		
Have you ever worked for the School before? [] Yes [] No If Yes, please give dates and position(s):		
Have you ever applied for a position with the School before? [] Yes [] No If Yes, please give date(s) on which you applied and position(s):		

PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. DO NOT ANSWER "SEE RESUME." Fill out this form completely.

Employer 1	Dates Employed		Work Performed
	From (M/Yr)	To (M/Yr)	
Telephone Number(s)			
Address			

		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				
<u>Employer 2</u>		Dates Employed		Work Performed
		From (M/Yr)	To (M/Yr)	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				
<u>Employer 3</u>		Dates Employed		Work Performed
		From (M/Yr)	To (M/Yr)	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				
<u>Employer 4</u>		Dates Employed		Work Performed
		From (M/Yr)	To (M/Yr)	
Telephone Number(s)				
Address		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				

EDUCATION

School Name/Location	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				

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

For Teacher Applicants:	For Administrator Applicants:
List extracurricular activities or coaching assignments you would be willing to accept:	If applying for an administrator position, please attach a statement of your educational philosophy to this application.
List experiences you have had which are related to teaching:	
Certification (if applicable): State: Type: Number:	
Optional. Please attach a statement of your educational philosophy to this application.	

REFERENCES

Please list 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 must be professional.

Name	School/Company	Address (Street, City and State)	Telephone Number	Number of Years Known

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: _____

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, asked to resign from any job, or not been offered a contract to return for another year? Yes No

If yes, please explain circumstances: _____

May we contact your current employer? Yes No

If no, please explain: _____

Do you have any friends or relatives working at the School?

If yes, Name(s) and Relationship: _____

Do you have adequate transportation to and from work? Yes No

Have you ever pled guilty, or no contest to, or been convicted of a felony? Yes No

If Yes, please give the date(s) and details: _____

Have you ever pled guilty, or no contest to, or been convicted of a misdemeanor resulting in imprisonment within the last seven years?

Yes No

If Yes, please give the date(s) and details: _____

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

If Yes, please give the date(s) and details: _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

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

If yes, explain: _____

OTHER INFORMATION

Please describe any other experience that you have which would be relevant to the job for which you are applying:

STATE LAW AUTHORIZES THIS SCHOOL TO REQUIRE A CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT FOR THIS TYPE OF POSITION