



## **Application for Employment**

*The Carmel School is an equal opportunity employer and welcomes applications from persons of any race, religion, color, creed, national or ethnic origin.*

**P.O. Box 605 • 9020 Jericho Rd • Ruther Glen, VA 22546 • [www.ccaweb.org](http://www.ccaweb.org)  
Phone: 804-448-3288 • Fax: 804-448-3146**

# The Carmel School

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Please complete all questions and sign.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

E-mail address \_\_\_\_\_

Position applying for \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

## Education

Secondary School \_\_\_\_\_

College/University	Degree	Major	Minor
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certificate Held \_\_\_\_\_ State \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsement Area(s) \_\_\_\_\_

Please describe your technology education and experience and how you have incorporated these into teaching and other related responsibilities. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Experience**

*Please list most recent employment first.*

Employer \_\_\_\_\_ Dates employed  
from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Grades/subject taught or position held \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed  
from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Grades/subject taught or position held \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed  
from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Grades/subject taught or position held \_\_\_\_\_

Are you currently under contract for the school year for which you are applying?

( ) Yes ( ) No

May we contact your current employer now? ( ) Yes ( ) No

**References**

*Include at least one supervisor, teacher or co-worker who has knowledge of your experience and ability or has observed your teaching in your most recent position.*

Name Relationship Phone Number/E-mail Address

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Other**

1. Religious affiliation\_\_\_\_\_
  
2. Please attach a letter outlining your ideas on how you would plan to support the mission of The Carmel School.
  
3. What special interests, talents, skills, and experience do you offer which would make an impact on the academic and extra-curricular programs at The Carmel School? (Prioritize)\_\_\_\_\_
  

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4. Have you ever applied for or held another position at The Carmel School?  
( ) Yes ( ) No
  
5. Are you able to perform the functions of the job for which you are applying as described in the position description or announcement? ( ) Yes ( ) No
  
6. Have you ever been dismissed from a place of employment? ( ) Yes ( ) No  
If yes, please explain.\_\_\_\_\_
  

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7. Are you eligible to work in the United States? ( ) Yes ( ) No  
*Proof of eligibility will be required within three days after you start working.*

*I certify that the above information is true and correct. I authorize The Carmel School to investigate my personal, educational, and employment history. I also relieve my former employers of all liability for releasing information, personnel records, and job performance appraisals.*

Signature\_\_\_\_\_ Date\_\_\_\_\_

**Return application with a cover letter, resume, copies of teaching certificate(s) and transcript(s) of all undergraduate and graduate work to the attention of Mr. Brent Miller, Headmaster.**

***Employment at The Carmel School is contingent upon the results of background and fingerprint checks as required by Virginia law governing employment in schools.***

The Carmel School provides equal employment opportunities to all qualified employees and applicants for employment and expressly prohibits any form of unlawful discrimination and/or harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, marital status, or status as a Vietnam-era disabled veteran in accordance with state and federal laws.