



**POWHATAN
SCHOOL**
EST. 1948

POWHATAN SCHOOL
49 Powhatan Lane
Boyce, VA 22620
Phone: 540-837-1009 Fax: 540-837-5061

EMPLOYMENT APPLICATION

Thank you for your interest in our school. If you need assistance in completing this application form or with any phase of the employment process, please notify us and every effort will be made to accommodate your needs.

Powhatan School is an equal opportunity employer and selects the best matched individual for employment based upon job related qualifications, regardless of race, color, creed, national origin, sex, age, marital status, sexual preference, veteran's status or a physical or mental disability.

This application is considered current for six (6) months. At the end of this period, if you are not selected for employment, within six (6) months of the date of this application, it will be necessary for you to reapply.

PERSONAL INFORMATION

LAST NAME		FIRST	MIDDLE	TODAY'S DATE
STREET ADDRESS				HOME PHONE
CITY	STATE	ZIP CODE	CELL PHONE	
EMAIL ADDRESS			SOCIAL SECURITY NUMBER	
POSITION DESIRED				SALARY DESIRED
HAVE YOU EVERY APPLIED FOR EMPLOYMENT WITH US BEFORE? YES NO IF YES, WHEN? POSITION APPLIED FOR:				DATE AVAILABLE
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATE? YES NO				18 YEARS OR OLDER? YES NO
ARE YOU AVAILABLE FOR FULL TIME WORK? YES NO IF NO, WHAT DAYS AND HOURS CAN YOU WORK?				
HAVE YOU EVER BEEN CONVICTED OF A FELONY? CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT CONSIDERATION. YES NO IF YES, GIVE ALL DATES, PLACES, CHARGES, AND DISPOSITIONS:				

EDUCATION/TRAINING

SCHOOL	NAME AND LOCATION	MAJOR	YEARS COMPLETED	GRADUATION DATE	DEGREE/ DIPLOMA
HIGH SCHOOL					
COLLEGE					
VOCATIONAL					
OTHER					

SPECIAL SKILLS

YOU MAY EXCLUDE SKILLS THAT INDICATE YOUR RACE, CREED, SEX, MARITAL STATUS, AGE, COLOR, NATIONAL ORIGIN, OR DISABILITY. INCLUDE SKILLS SUCH AS BILINGUAL COMMUNICATION, HONORS, AWARDS, PUBLICATIONS, PATENTS, PROFESSIONAL SOCIETIES AND OTHER EXTRA CURRICULAR ACTIVITIES THAT MAY RELATE TO THE JOB FOR WHICH YOU ARE APPLYING.

PREVIOUS EMPLOYERS

LIST ALL WORK EXPERIENCE, INCLUDING MILITARY, BEGINNING WITH YOUR PRESENT OR LAST POSITION.

EMPLOYER	TELEPHONE	STATUS: FULL TIME PART TIME
ADDRESS	EMPLOYED FROM: TO:	PAY START: END:
NAME AND TITLE OF SUPERVISOR	JOB TITLE AND DUTIES	REASON FOR LEAVING
EMPLOYER	TELEPHONE	STATUS: FULL TIME PART TIME
ADDRESS	EMPLOYED FROM: TO:	PAY START: END:
NAME AND TITLE OF SUPERVISOR	JOB TITLE AND DUTIES	REASON FOR LEAVING
EMPLOYER	TELEPHONE	STATUS: FULL TIME PART TIME
ADDRESS	EMPLOYED FROM: TO:	PAY START: END:
NAME AND TITLE OF SUPERVISOR	JOB TITLE AND DUTIES	REASON FOR LEAVING
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? YES NO		

THIS APPLICATION IS SUBMITTED WITH THE UNDERSTANDING THAT UPON ACCEPTANCE OF A FORMAL EMPLOYMENT OFFER, I MAY BE REQUIRED TO COMPLETE THE SCHOOL'S PRE-PLACEMENT TESTING WHICH WILL INCLUDE A BACKGROUND CHECK AND MAY INCLUDED A CREDIT CHECK.

I AUTHORIZE THE SCHOOL REPRESENTATIVE TO INVESTIGATE ALL INFORMATION PROVIDED ON THIS APPLICATION AND/OR RESUME. CONTINUED EMPLOYEMENT IS CONTINGENT ON THE SCHOOL VERIFYING ALL THE INFORMATION PRESENTED ON MY APPLICATION IS TRUE AND ACCURATE.

I UNDERSTAND THAT FALSIFICATION OF DATA (APPLICATION, RESUME, INTERVIEW, ETC.) GIVEN BY ME MAY PREVENT ME FROM BEING OFFERED EMPLOYMENT OR IF HIRED WILL SUBJECT ME TO IMMEDIATE TERMINATION FOR CAUSE.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO COMPLY WITH ALL SCHOOL POLICIES AND PROCEDURES, I UNDERSTAND THAT NO EMPLOYEE OR REPRESENTATIVE OF THE SCHOOL OTHER THAN THE HEAD OF THE SCHOOL HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT OR TO MAKE ANY AGREEMENT CONTRARY TO THE INFORMATION CONTAINED IN THIS APPLICATION.

I HAVE READ AND UNDERSTAND THE ABOVE.

SIGNED: _____ DATE: _____

- Cover Letter Attached
- Resume Attached
- Educational Philosophy Attached (if applicable)
- References Attached

Powhatan School recognizes and appreciates the uniqueness and value of each person. Powhatan, therefore, does not discriminate, in admissions or hiring, on the basis of race, gender, religion, sexual orientation, national or ethnic origin.

Member of NAIS, VAIS, and Independent Education