



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.thecarmelschool.org
Phone: 804-448-3288 • Fax: 804-448-3146

Thank you for your interest in working at The Carmel School. Please complete all forms below and be sure to sign at the bottom.

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

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(Optional)
2. How would you 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)
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.
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. Matthew Johns, Head of School.**

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.