



1814 Cherry Drive, Lanett, AL 36863
Phone: 334.829.4000

Employment Application

APPLICANT'S STATEMENT: I understand that Springwood School (SWS) is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to race, color, national origin, sex, age, disability, citizenship status, service member status, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give SWS or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the School unless I have requested a confidential application process. I also authorize SWS to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless for providing such information.

I understand that SWS reserves the right, as permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to SWS or its designee. I release the School and its designee from any and all liability and damages that may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other SWS documents are not promises of employment. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice and that SWS has a similar right. I understand that no manager, representative, or agent of SWS has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the Head of School may do so in writing.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF ONE YEAR. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Date

Applicant's Signature

Each question on this application must be fully answered and completed to be considered for employment.



PERSONAL DATA

Last Name		First Name		Middle Name
Present Address Street and Number City,		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)			Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Desired: When are you available for work? Placement Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary				

EDUCATIONAL AND PROFESSIONAL TRAINING

Education	Years Completed (Circle)	School Name & Location (City, State)	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 *				

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

CURRENT AND 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.
- Please include student teaching or internships if relevant to your recent career experience.
- If self-employed, give firm name and supply business references.



Employer 1		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				If disciplined, describe the reason.
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 2		Dates Employed		
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 3		Dates Employed		If disciplined, describe the reason
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
Employer 4		Dates Employed		If disciplined, describe the reason
		From	To	
Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				



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

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 in the past, 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.? If not, what steps must be taken for you to begin employment lawfully? ☐ Yes ☐ No

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

Have you ever been terminated or asked to resign from any job, or not offered a contract to return the next year? ☐ Yes ☐ No
If yes, please explain circumstances (use a separate sheet of paper if necessary):

May we contact your current employer? ☐ Yes ☐ No
If no, please explain:

Have you ever worked for this School before? ☐ Yes ☐ No
If yes, please give dates and position:

How were you referred to Springwood School?

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime? ☐ Yes ☐ No



Are any charges currently pending against you? ☐ Yes ☐ No

Has any adjudication ever been withheld? ☐ Yes ☐ No

Have you ever been a defendant in a civil suit on an intentional tort (i.e., assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? ☐ Yes ☐ No

If you answered yes to any of the preceding questions, please give dates and details. (NOTE: Answering "yes" to these questions does not constitute an automatic bar to employment.)

☐ Yes ☐ No

Do you have any commitments to any other employer which may affect your employment?

If yes, explain:

PERSONAL REFERENCES

Please list people who know you well -- **not** previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

DRIVING INFORMATION (Driving information is essential due to the possibility of driving a Springwood School vehicle).

Do you have a current valid driver's license? ☐ Yes ☐ No If yes, License No.: _____ State: _____

Expiration Date: _____

If you do not have a driver's license for the state in which you currently reside, why not?

☐ Yes ☐ No If yes, explain:

Has your license ever been suspended or revoked?

☐ Yes ☐ No If no, explain:

Do you have personal automobile insurance?



Have you ever been denied personal automobile insurance, been terminated or suspended? ☐ Yes ☐ No - If yes, explain:

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI? ☐ Yes ☐ No - If yes, explain:

Are any such charges currently pending against you? - If yes to either question, explain:

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	LOCATION	COMMENTS

PERSONAL INTERESTS

Please list any interests/skills/activities you feel qualified for or would enjoy teaching and or coaching:

Please check the co-curricular activities you would be interested in teaching, coaching or supporting:

ACADEMICS: ☐ Scholars Bowl ☐ Math Bowl ☐ Debate Team ☐ Standardized Testing ☐ Spelling Bee ☐ Geography Bee
☐ Other (Please Explain)

ATHLETICS: ☐ Baseball, ☐ Boys Basketball, ☐ Girls Basketball, ☐ Cheerleading, ☐ Cross Country, ☐ Fast Pitch Softball,
☐ Football, ☐ Golf, ☐ Boys Soccer, ☐ Girls Soccer, ☐ Track & Field, ☐ Volleyball, ☐ Other (Please explain)
☐ Fellowship of Christian Athletes (FCA) ☐ LEO

CLUBS AND ORGANIZATIONS: ☐ Student Government Association (SGA),
☐ National Honors Society (NHS) ☐ Robotics ☐ Other (Please explain)
☐ Band ☐ Dramatic Readings ☐ Drama ☐ Musicals ☐ Pep Band ☐ Praise Band ☐ Theater Tech ☐ Other (Please explain)

Fine Arts:
 explain)



PERSONAL PERSPECTIVES AND REFLECTIONS

1. Springwood School is a school run by Christians. Describe your comfort with discussing faith issues with students, leading in prayer or leading faith-based discussions in the classroom or co-curricular activities.

2. Describe your passions regarding instruction (teaching, co-curricular activities) or your area of responsibility.

3. Why do you want to be part of the Springwood School faculty or staff?

COMPLETING THE APPLICATION PROCESS:

- Applications will not be considered complete until Springwood School has received copies of transcripts from all post-secondary institutions which the applicant has attended.
- Please submit your application, a copy of your resume and 2 completed reference forms along with any reference letters to headofschool@springwoodschool.com.

Thank you for your interest in being a part of the faculty at Springwood School and for taking the time to complete this application. All applicants will be considered for respective positions. A Springwood School representative will contact the candidates we are interested in interviewing.

SPRINGWOOD SCHOOL **REFERENCE FORM**

To the Applicant: Please complete the applicant section and direct this form to the reference on your application.
 The Individual serving as a reference should return the form directly to the school address listed below.

Applicants Name: _____ Address: _____

Position applying for: _____ Person completing Reference Form: _____

	Excellent	Above Average	Average	Below Average	Poor
1. Character					
2. Personality					
3. Enthusiasm for Teaching					
4. Dependability					
5. Tact					
6. Initiative					
7. Oral Communication Skills					
8. Written Communication Skills					
9. Decision-Making Skills					
10. Promptness					
11. Interaction with Students					
12. Interaction with Co-Workers					
13. Level of Professional Growth					
14. Loyalty and Co-operation					
15. Management of Instructional Time					
16. Management of Student Behavior					
17. Willingness to Accept Constructive Criticism					

How long and in what capacity have you known the applicant? _____

If it were your personal decision, would you recommend employment of the applicant? _____ If no, please
 explain _____

If you have additional comments, please use the back of this form.

Signature: _____ Date: _____

Print Name: _____ Company: _____

Address: _____ Contact Number: _____

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