



1814 Cherry Drive, Lanett, AL 36863

Phone: 334.644.2191

Fax: 334.644.2194

## **EMPLOYMENT APPLICATION- STAFF AND/OR COMMUNITY COACHES**

**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. Completed applications, resume and two reference letters or forms should be emailed to [headofschool@springwoodschool.com](mailto:headofschool@springwoodschool.com).**



Position(s) you are applying for \_\_\_\_\_

APPLICANT INFORMATION									
Last Name:			First Name:			Middle Initial:		Social Security Number:	
Street Address:							Apartment Number:		
City:					State:		Zip Code:		
Cell Phone:			Home Phone:			Email Address:			
U.S. Citizen?	Yes		No		If no, explain				

EXPERIENCE – MOST RECENT									
Employer:					Phone Number:				
From:	To:	Position			Supervisor:				
Employer:					Phone Number:				
From:	To:	Position			Supervisor:				
Employer:					Phone Number:				
From:	To:	Position			Supervisor:				
Employer:					Phone Number:				
From:	To:	Position			Supervisor:				
Employer:					Phone Number:				
From:	To:	Position			Supervisor:				
Employer:					Phone Number:				
From:	To:	Position			Supervisor:				

EDUCATION									
School/College:					From:		To:		
Degree/Major:									
School/College:					From:		To:		
Degree/Major:									
School/College:					From:		To:		
Degree/Major:									

Do you have a valid Driver's License?                      If No, explain		
Issuing State:	Number:	Expiration Date:
Have you ever been arrested for or convicted of a felony or misdemeanor crime?		
If yes, when, where, charge?		
Have you ever been involuntarily terminated from employment?                      If yes, explain		

REFERENCES (Two of the three references must complete a separate reference form below.)	
Name:	Relationship:
Address:	Contact Number:
Name:	Relationship:
Address:	Contact Number:
Name:	Relationship:
Address:	Contact Number:

FACTS WHICH YOU BELIEVE QUALIFY YOU FOR DESIRED POSITION

I certify that the information provided is accurate to the best of my knowledge. I have read and agree with the Springwood School Statement of Faith on page 3 of this document. SWS is an alcohol, smoke, drug and harassment free workplace. Is this an environment you will be comfortable working in? ☐ Yes ☐ No

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

Please include a copy of your resume, 2 completed reference forms and any reference letters.

Thank you for your interest in Springwood School and for taking the time to complete the application. All Applicants will be considered for respective positions. A Springwood School representative will contact candidates for interviews.



*Springwood school is not a traditional Christian school, but is a school led by Christians. We welcome any student or family into our educational community. We do, however, expect our faculty and staff to represent a multi-denominational Christian perspective in how they live their life and relate to our school community.*

## **STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

This statement was developed by the Association of Christian Schools International (ACSI).



## 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: Springwood School P.O. Box 1030, Lanett, AL 36863

Position applying for: \_\_\_\_\_ Person completing Reference Form: \_\_\_\_\_

	Excellent	Above Average	Average	Below Average	Poor
1. Character					
2. Personality					
3. Enthusiasm					
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 Work 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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If you have additional comments, please use the back of this form.

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

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_