

# LAKE MURRAY PRESBYTERIAN CHURCH DAY SCHOOL

## Employment Application

APPLICATION INFORMATION		
Last Name:	First:	Middle:
Street Address:		Apt #:
City:	State:	Zip:
Phone:	Email Address:	
Social Security No:	Member of LMPC?	Church Membership:
Position applying for:		Date available to begin:
Are you a citizen of the United States?    Yes <input type="checkbox"/> No <input type="checkbox"/> If no, are you authorized to work in the U.S.?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever worked for this company?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?		
Have you ever been convicted of or plead guilty to a felony, child abuse, neglect or other crimes?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:		

AVAILABILITY (Please list below the times you are available on each day):	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	

EDUCATION	
High School:	Address:
From:      To:      Did you graduate?    Yes <input type="checkbox"/> No <input type="checkbox"/> Degree	
College:	Address:
From:      To:      Did you graduate?    Yes <input type="checkbox"/> No <input type="checkbox"/> Degree	
Other:	Address:
From:      To:      Did you graduate?    Yes <input type="checkbox"/> No <input type="checkbox"/> Degree	

MISCELLANEOUS			
List any talents or skills (Art, Music, drama, etc.)			
Are you a licensed SC driver?	Driver's License #:		
Are you a certified teacher?	Certificate #	State:	Expiration:

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<b>PREVIOUS EMPLOYMENT</b>		
Company:	Phone: (    )	
Address:	Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$
From:	To:	Reason for leaving?
Job Responsibilities:		
May we contact your previous supervisor for a reference?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you eligible for rehire?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Company:	Phone: (    )	
Address:	Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$
From:	To:	Reason for leaving?
Job Responsibilities:		
May we contact your previous supervisor for a reference?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you eligible for rehire?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Company:	Phone: (    )	
Address:	Supervisor:	
Job Title:	Starting Salary \$	Ending Salary \$
From:	To:	Reason for leaving?
Job Responsibilities:		
May we contact your previous supervisor for a reference?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you eligible for rehire?    Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>REFERENCES - Please list three professional (non-relative) references:</b>	
Full Name:	Relationship:
Company:	Phone: (    )
Address:	
Full Name:	Relationship:
Company:	Phone: (    )
Address:	
Full Name:	Relationship:
Company:	Phone: (    )
Address:	

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### LIST ANY VOLUNTEER EXPERIENCES WITH CHILDREN:


### APPLICANT'S STATEMENT:

Write a short paragraph telling why you are interested in applying for this position, your understanding of the program, and what you think would be expected of you in this position:


### DISCLAIMER AND SIGNATURE

#### **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Lake Murray Presbyterian Church Day School to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I understand that a criminal background investigation is required of all applicants. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of Lake Murray Presbyterian Church Day School serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States.

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

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

**\*PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE FOR VERIFICATION**

