



EMPLOYMENT/ VOLUNTEER APPLICATION

PERSONAL INFORMATION

Name (Last, First, Middle): _____ Social Security Number: _____
Address (Street, City, Zip): _____
Email Address: _____ Phone Number: _____
Date of Birth: _____ Position (s) Desired: _____
Have you ever been convicted of a felony? _____ If yes, please explain: _____

EDUCATION

High School (Name & Address): _____ Did you Graduate _____
College (Name & Address): _____
Major (s)/ Degree (s): _____
Post Graduate (Name & Address): _____
Major (s)/ Degree (s): _____
Trade/Business School/Other: _____
Special Skills & Qualifications (list job related licenses, skills, training, honors, awards, special accomplishments): _____

* Please attach resume and/or letters of recommendation.

EMPLOYMENT HISTORY

Please start with the present or most recent position.

Employer: _____ Supervisor: _____
Address: _____ Phone Number: _____
Dates: _____ Position/Duties: _____
Salary: _____ Reason (s) for leaving: _____

Employer: _____ Supervisor: _____
Address: _____ Phone Number: _____
Dates: _____ Position/Duties: _____
Salary: _____ Reason (s) for leaving: _____

PROFESSIONAL INFORMATION

Do you presently hold a South Carolina Teaching Certificate? _____ Certificate Number: _____ Expiration Date: _____
Areas of Certification: _____ Are you presently under contract? _____
Subject/grades you prefer to teach: _____ Subject/grades you can teach: _____
Is there a minimum salary you will accept? _____ If yes, How much? _____ With what extra-curricular activities can you help? _____

FOR SCHOOL VOLUNTEERS

I am interested in Volunteer Opportunities at Colleton Preparatory Academy: YES NO If yes, What area (s) do you prefer? _____
(Circle all applicable)
Number of days available per week: 1 2 3 4 5 Days available: Monday Tuesday Wednesday Thursday Friday No Preference

REFERENCES

Name: _____ Title: _____ Phone Number: _____
Name: _____ Title: _____ Phone Number: _____
Name: _____ Title: _____ Phone Number: _____

By my signature, I certify that the information provided on this application is true and complete to the best of my knowledge; and I agree to allow the school to conduct a law enforcement background investigation, as well as verification of any or all information listed on this application. I understand that falsified information or omissions may disqualify me from employment or volunteer work at Colleton Preparatory Academy.

Printed Name of Applicant

Applicant Signature

Date

FOR OFFICE USE ONLY

_____ Background check completed (Initial: _____ Date: _____)
_____ Employee/Student Relationship Form
_____ 10 Year driving record (if applicable)
_____ Photo ID



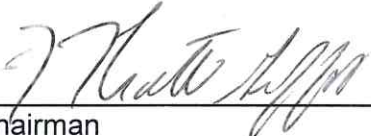
COLLETON PREPARATORY ACADEMY

POST OFFICE BOX 1426, WALTERBORO, SC 29488

(843) 538-8959 • FAX (843) 538-8260

Employee/Student Relationship

"The relationship between employee and student should be one of cooperation, understanding and mutual respect. The employee has the responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity. As a result and in an effort to bolster this atmosphere, all employees, to include full-time, part-time, and volunteer teachers, coaches, custodians, trainers and assistants to any of the aforementioned positions, hereinafter referred to as "employees," are prohibited from dating, courting, or entering into romantic or sexual relationships with any student enrolled in Colleton Preparatory Academy, regardless of the student's age. Employees engaging in such conduct will be subject to disciplinary action, up to and including dismissal."


Chairman


Head of School

As an employee of Colleton Preparatory Academy, I acknowledge by my signature that I have read the above information in its entirety regarding "Employee/Student Relationship" as set forth by the school's Board of Directors on page 35a

Employee's Name (please print): _____

Employee's Signature _____ Date _____