



Grace-St. Luke's Episcopal School
Attn: Head of School
246 South Belvedere Blvd.
Memphis, TN 38104

Telephone: 901-278-0200
Fax: 901-272-7119
Email: jobs@gslschool.org
www.gslschool.org

Application for Employment

Your application must include the following credentials: resume, all professional certificates (photocopies acceptable), all transcripts showing degrees (unofficial copies acceptable), and a completed Background Check Authorization Form.

Indicate position for which you are applying (please check all that apply)

Preschool__ Lower School __ Middle School __ Other__

Indicate grade level(s) and/or subject area(s)

PERSONAL DATA (Please print clearly)

Preferred Salutation (Mr., Mrs., Ms., Dr., etc): _____

Name _____
Last First Middle Social Security Number

Address _____
Address City State Zip

Home Phone _____ Mobile Phone _____

Contact Email Address _____

Position Desired _____

Have you worked under any other names? _____

Are you a citizen of the United States? Yes ___ No ___

If no, do you hold a current visa entitling you to work here? Yes ___ No ___

Have you ever been convicted of a felony or a misdemeanor? Yes ___ No ___

If yes, please explain _____

Note: Conviction of a felony is not an automatic bar to employment. The School will consider the nature, date, and relationship between the offense and the position for which you are applying.

Grace-St. Luke's Episcopal School is open to any qualified applicant for employment regardless of race, color, national origin, religion, sex, or age.

EDUCATIONAL BACKGROUND

School Name and Location	Attended		Year Graduated	Degree Received	Major (area of specialty)
	From	To			

Do you have a teaching certificate? Yes No If yes, please indicate Certificate State/Number _____

List areas of certification in which you are qualified to teach:

SKILLS

Please list skills relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

SPECIALIZED TRAINING (languages, etc.)

Have you ever been asked to resign or been discharged from any position? ___Yes___ No

If yes please indicate when, where, and why: _____

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS (PLEASE LIST)

EMPLOYMENT HISTORY

Are you presently employed? Yes ___ No ___ If yes, why do you wish to change jobs?

Has your contract been renewed for another year? Yes ___ No ___ If no, please explain:

Current Employer _____ Dates of employment: _____

Address _____ Telephone: _____

Grades/Subject taught or position held _____

Previous Employer _____ Dates of employment: _____

Address _____ Telephone: _____

Grades/Subject taught or position held _____

Previous Employer _____ Dates of employment: _____

Address _____ Telephone: _____

Grades/Subject taught or position held _____

Previous Employer _____ Dates of employment: _____

Address _____ Telephone: _____

Grades/Subject taught or position held _____

REFERENCES

These should be persons qualified to give information to show your fitness for the position you seek. Please include supervisors under whom you have worked.

1) Name _____ Position _____

Address _____ Telephone: _____

2) Name _____ Position _____

Address _____ Telephone: _____

3) Name _____ Position _____

Address _____ Telephone: _____

PERSONAL STATEMENT

Please make a statement in your own handwriting concerning your reasons for seeking a position with Grace-St. Luke's Episcopal School.

APPLICANT'S STATEMENT

I hereby certify that the information presented in this application is true, accurate, and complete to the best of my knowledge. Any falsification of this record will be sufficient cause for disqualification. Furthermore, it is understood that this application becomes the property of Grace-St. Luke's Episcopal School, which reserves the right to accept or reject it. I hereby authorize Grace-St. Luke's Episcopal School to contact the references listed on this application, and to obtain every criminal history record information relevant to this application for employment from any pertinent source, and I further authorize any law enforcement agency, including, but not limited to, any police department or the Department of Public Safety as well as the Tennessee Department of Corrections and any financial credit company to furnish Grace-St. Luke's Episcopal School such records. References, placement folder information, and information which become a part of this record may be revealed to all persons who participate in the selection of employees.

I also understand and agree that this agreement may not be modified orally, that only the Head of Grace-St. Luke's Episcopal School may make a commitment for employment, and that if such an agreement is made, it must be in writing and signed by the Head of School.

Date: _____ Signature: _____

Office Use Only
Background Check:
Reference Check:
Other: