

Coast Episcopal School
5065 Espy Avenue
Long Beach, MS 39560
228.452.9442
www.coastepiscopalschool.org



Application for Employment - Non-Instructional Personnel

Coast Episcopal School is an equal opportunity employer and does not discriminate on the basis of sex, age, race, national, or ethnic background in the hiring of faculty and staff.

Position(s) for which you are applying: _____ Date of Application: _____

I. PERSONAL DATA

Mr. _____
Full Name: Mrs. _____
Ms. _____ last _____ first _____ middle _____

Name you prefer to be called by: _____

Address: _____

Phone: (Home) _____ (Cell) _____

Email Address: _____

Social Security Number: _____

Driver License Number: _____ State: _____

Are you legally eligible to work in the United States? ___ Yes ___ No

Note: If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity and if necessary, to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

II. PERSONAL HISTORY

Have you ever been accused of physically, sexually, or emotionally abusing a child or an adult? If so, please explain:

Have you ever been convicted of a felony, or misdemeanor which resulted in imprisonment? If so, please explain:

Do you have any physical condition or handicap that may limit your ability to perform the job which you are applying? If so, please explain:

Please check the appropriate answer:

Yes No

Have you ever been suspended, dismissed, fired, or discharged from a position of employment?

Have you ever been asked to resign from a position of employment?

Have you ever been convicted of any violation of the law other than a minor traffic ticket?

Do you have any charges pending against you?

If you answered yes to any of the above, please explain: _____

III. EDUCATIONAL AND PROFESSIONAL TRAINING:

	Name of School	Address	Dates Attended (From - To)	Degree(s)
High School:				
College:				
College:				
Graduate/ Other:				

Major Subject: _____ Minor: _____

IV. WORK EXPERIENCE:

A. Beginning with your most recent position, please list all work experience.*

Company	Address	Position	From - To	Reason for Leaving

B. List briefly any other experience in working with children: _____

C. Summarize any special job-related training, skills, or other qualifications: _____

V. REFERENCES:

List the names of four persons familiar with your professional abilities. Please send one each of the attached evaluation form. References should be sent directly to CES from the person. Please provide a stamped envelope for them to mail the reference to: CES, 5065 Espy Avenue, Long Beach, MS, 39560.

	Name	Address	Phone	Occupation
Professional				
Professional				
Professional				
Character (non-relative)				
Character (non-relative)				

*Please attach a current resume and other supporting documentation with your application.

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Reference Sheet

_____ is applying for employment at Coast Episcopal School.
 (Applicant fill in name, please)

You were listed as a reference for this applicant. Your honest responses will be held in strictest confidence.
 Thank you for your help in this matter.

	Superior	Good	Average	Needs Improvement	Unsatisfactory	Unknown
Willing to Work Hard						
Maturity of Judgement						
Leadership Ability						
Creativity						
Loyalty to Employer						
Tact						
Scholarship						
Personal Appearance						
Personal Habits						
Social Judgement						

How long have you known the applicant? _____ years and/or _____ months. If the applicant is a former employee, what were the dates of service? From _____ to _____.
 Why did the applicant leave your employ?

Would you employ or re-employ this person? _____
 Please make any explanatory or additional comments:

Signed: _____ Title: _____ Date: _____

Code of Conduct for the Protection of Children and Youth

Read and initial each item to signify you agree to comply with the statement.

_____ I agree to do my best to prevent abuse and neglect among children and youth involved in school activities and services.

_____ I agree not to physically, sexually, or emotionally abuse or neglect a child or youth.

_____ I agree to comply with the policies for *General Conduct for the Protection of Children and Youth* defined in the *Policies for the Protection of Children and Youth from Abuse*.

_____ I agree to comply with the *Guidelines for Appropriate Affection* with children and youth.

_____ In the event that I observe any inappropriate behaviors or possible policy violations with children and youth, I agree to immediately report my observations.

_____ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate school leaders and state authorities in accordance with the *Policies for the Protection of Children and Youth from Abuse*.

_____ I understand that the school will not tolerate the abuse of children and youth and I agree to comply in spirit and in action with this position.

Acknowledgement, Release, and Signature

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize Coast Episcopal School, its officers, agents, and employees to request and receive such information and agree to sign such other documents as may be necessary to undertake background checks.

If hired or chosen, I agree to be bound by Coast Episcopal School's policies and procedures, including but not limited to its *Policies for the Protection of Children and Youth from Abuse* and *Code of Conduct for the Protection of Children and Youth*. I understand that these may be changed, withdrawn, added to, or interpreted at any time at the sole discretion of Coast Episcopal School and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of Coast Episcopal School or myself.

Nothing contained in this application or in any pre-employment, or pre-volunteering communication is intended to or creates a contract between myself and Coast Episcopal School for either employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

Applicant's Signature

Date