



Guilford Day School

3310 Horse Pen Creek Road
Greensboro, NC 27410
Phone: (336) 282-7044
Fax: (336) 282-2048

Teacher

Substitute

Tutor

Summer

Office Assistant

After-school Program

Administrator

APPLICATION FOR EMPLOYMENT

Name: _____

Phone (H): _____

Address: _____

Phone (W): _____

Fax: _____

SSN: _____

Email: _____

Birthday (M/D) _____

Date Available: _____

Please state your career objective:

Please list degrees held, major, and conferring institutions (it will be necessary for you to provide transcripts):

Do you hold any teacher or administrator licenses? If yes, list the state and licensure area, including grade levels (it will be necessary for you to provide copies of licenses):

Do you have any other special skills, qualifications, or licensures that you would like us to know about?

(OVER)

- Will you be able to provide proof of your employment eligibility upon being hired? _____
- Have you been convicted of any crime? _____
- Do you have any commitments or responsibilities that might prevent you from meeting attendance requirements? _____
- Can you provide proof that you are of legal age? _____
- Are you capable of performing the essential functions of the job – with or without reasonable accommodation? _____
- Have you previously worked for Guilford Day School? _____

Please list your three most recent employers:

Employer & Address/Phone	Dates Employed	Responsibilities

May we contact your previous employers? Yes No

Please list other professional or character references:

Name	Address	Phone	Relationship

- You may be required to obtain and submit a copy of your criminal records history.
- You may be required to submit to drug or alcohol testing.
- You will be required to submit evidence of proper vaccination.

If you are willing to attest to the accuracy of the information provided herein, then sign below and submit this application to the Head of School for Teacher, Administrator, Staff Assistant, and Substitute positions, or submit this application to the Director of Communications for Tutor, After-school, or Summer positions.

Signature of applicant

Date

Guilford Day School is an independent, nonprofit, coeducational institution. Guilford Day School does not discriminate on the basis of race, color, national, or ethnic background.