



# Deerfield-Windsor School

2500 Nottingham Way  
Albany, GA 31707  
229.435.1301  
www.deerfieldwindsor.com

## Application for Employment

Deerfield-Windsor School complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the Business Office in order to arrange such an accommodation.

We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, gender identity, national origin, age, disability, or any other classification prescribed under applicable federal, state or local law. Deerfield-Windsor School is a drug free workplace and if you accept employment, you will be required to submit to a Substance Abuse Drug Test.

You may submit a copy of a current resume; however, an application must be completed in full in order to be considered for employment.

Date of Application: \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

Position for which you are applying (check one):  
 Full-time Faculty     Part-time Faculty     Substitute Teacher  
 Full-time Staff     Part-time Staff

If Part-time or Substitute Teaching, indicate what days you can work: \_\_\_\_\_

Please indicate specific position: \_\_\_\_\_  
(Title, grade level, department, etc.)

Personal Information				
Last Name:	First Name:	Middle:		
Present Address:	City:	State:	Zip:	
Phone:				
Social Security Number:		Email Address:		
How did you learn of this opening?				
Have you ever filed an application with us before?		If yes, give date and position:		
Have you ever been employed with us before?		If yes, what position and when:		
Driver's License Number:	State:	Expires:		
Have you been convicted of a crime?				
If yes, describe in full (Note: The existence of a criminal conviction does not constitute an automatic bar to employment. It is only necessary to include convictions which have not been expunged from the records.)				

## Faculty Applications Only Staff and Substitute applicants please go to Education section.

Please list any areas where you will be willing to serve and how much proficiency/experience you have in those areas (examples include, but are not limited to, yearbook, soccer, academic clubs, etc.):

Recent professional workshops, conferences, or other professional development activities:

Professional organizations of which you are a member:

Special professional honors or achievements:

Subject(s) you are certified to teach:

Of those subjects, which do you prefer to teach?

## Education – All Applicants

*If offered employment by DWS, faculty members, business staff and all Directors MUST furnish an official copy of all college transcripts.*

Name of School	Location	Academic Major	Degree Received
(High School)			
(Undergraduate)			
(Graduate)			
(Graduate, Ph.d or Other)			
(Technical/Vocational)			

Teaching Certification:

If yes, what state, type, number and expiration date:

# Prior Work History

List last or present employer first. For all teaching positions, list grade level or subject areas. Provide an explanation for any gaps in employment.

Employer: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Address: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Title and Duties:

Supervisor and Email:

Reason for Leaving:

Employer: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Address: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Title and Duties:

Supervisor and Email:

Reason for Leaving:

Employer: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Address: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Title and Duties:

Supervisor and Email:

Reason for Leaving:

Employer: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Address: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Title and Duties:

Supervisor and Email:

Reason for Leaving:

Have you ever been terminated or asked to resign from employment? If yes, which employer and why?

Please list any Maintenance/Service/Office Equipment you can operate and your Computer Software skills:

## Teaching or Employment References

Please list three references, two who are not related to you but were former or current employers or persons who could discuss your ability to succeed in the position for which you are applying. One reference may be a personal reference (please indicate such.) Faculty applicants, please place an asterisk next to those who have personally observed your teaching in the classroom.

Name of Reference	Position/Relationship	Phone	Email

## Additional Comments

Use the space below for additional comments or explanations if needed.

## Applicant Certification - Read Carefully Before Signing

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Deerfield-Windsor School to investigate any information, including but not limited to, my employment history, educational background, driving record, credit history and record of criminal convictions that it believes is relevant to my employment application. I hereby release Deerfield-Windsor School and its agents of any liability arising there from.

My former employers, educational institutions, and references may provide information that they may have about me in response to inquiry from Deerfield-Windsor School. I hereby release them and Deerfield-Windsor School and its agents from all liability arising there from. I further authorize Deerfield-Windsor School to rely upon and use, as it sees fit, any information received from such contacts.

I understand that an offer of employment by Deerfield-Windsor School is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history/background check and Substance Abuse Drug test. I understand that false information, omissions or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire, or discharge in the event of employment.

I understand that I shall be required to provide documentation establishing my legal authorization for employment in the US within the first three days of my employment. I understand that all employees are at-will and do not have a contract for employment nor a guarantee of employment. I agree to honor and respect the right to privacy of every Deerfield-Windsor School student and parent. Any private information concerning student work, student behavior, student records and/or student medical information is considered privileged. I agree to keep all such information confidential.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date