

Norfolk Collegiate  
 Business Office  
 7336 Granby Street  
 Norfolk, VA 23505  
 757-480-2885

# NORFOLK COLLEGIATE

## APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

<b>P E R S O N A L</b>	Last Name _____ First _____ Middle _____		
	Street Address _____		Home/Cell Phone _____ ( ) _____
	City _____	State _____	Zip _____
	Have you ever applied for employment with us? YES _____ NO _____ IF YES: Month _____ YEAR _____ LOCATION _____		
	How did you learn of Norfolk Collegiate School? _____		Pay Expected _____
	Apart from absence for religious observance, are you available for full-time work? YES _____ NO _____ If Not, what hours can you work? _____		Will you work overtime if asked? _____
	What school activities/sports are you qualified to sponsor and/or coach? _____		
	Are you licensed to teach? _____ If Yes, in which subject areas? _____		
	Which States? _____ Expiration? _____		
	Position Desired: Full-time Teacher _____ Substitute Teacher _____ Part-time Teacher _____ Other _____		

<b>E D U C A T I O N</b>	<b>School</b>	<b>Name and Location of School</b>	<b>Course of Study</b>	<b>No. of years completed</b>	<b>Did you graduate</b>	<b>Degree or Diploma</b>
	<b>Graduate School</b>				__ Yes __ No	
	<b>College</b>				__ Yes __ No	
	<b>College</b>				__ Yes __ No	
	<b>High School</b>				__ Yes __ No	

**Please send copies of transcripts from each college/university attended.**

*It has been and will continue to be the policy at Norfolk Collegiate School to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment related decisions, without regard to race, religion, color, nationality origin, age, sex, disability, or other categories protected by federal, state or local law.*

<b>EMPLOYMENT</b>		Please give accurate, complete full-time and part-time employment record. Start with present or most recent position.
<b>1</b>	Company Name/School _____ Address _____ Name of Supervisor _____ State your job title and describe your work: _____ _____	Telephone ( )-_____ Employed (month/year) Start _____ to _____ Salary/Hourly \$ _____ Start _____ Last _____ Reason for Leaving _____ _____ _____
<b>2</b>	Company Name/School _____ Address _____ Name of Supervisor _____ State your job title and describe your work: _____ _____	Telephone ( )-_____ Employed (month/year) Start _____ to _____ Salary/Hourly \$ _____ Start _____ Last _____ Reason for Leaving _____ _____ _____
<b>3</b>	Company Name/School _____ Address _____ Name of Supervisor _____ State your job title and describe your work: _____ _____	Telephone ( )-_____ Employed (month/year) Start _____ to _____ Salary/Hourly \$ _____ Start _____ Last _____ Reason for Leaving _____ _____ _____
<b>4</b>	Company Name/School _____ Address _____ Name of Supervisor _____ State your job title and describe your work: _____ _____	Telephone ( )-_____ Employed (month/year) Start _____ to _____ Salary/Hourly \$ _____ Start _____ Last _____ Reason for Leaving _____ _____ _____
<b>We may contact the employers listed above unless you indicate those you do not want us to contact.</b>		<b>DO NOT CONTACT</b> Employer Name & Reason _____ _____ _____

1. Have you ever been discharged or asked to resign from a former position?

\_\_\_\_\_ Yes \_\_\_\_\_ No      If Yes, please  
explain \_\_\_\_\_

2. Have you ever been refused renewal of a contract? \_\_\_\_\_ Yes      \_\_\_\_\_ No

If Yes, please  
explain \_\_\_\_\_

3. As an adult have you ever been convicted for violations of law other than minor traffic violations? \_\_\_\_\_ Yes \_\_\_\_\_ No      If Yes, please give information as to the date, place of offense, and disposition of charge \_\_\_\_\_

### References

Provide the name, address, and telephone number of three professional references that are not related to you (this can include previous employers)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment and give my permission to have any institution, past employer, or personal reference contacted as may be necessary in arriving at an employment decision.

I authorize a criminal record check as required.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date