



# Spring Hill Academy Employment Application

## General Information

Full Name: \_\_\_\_\_  
Last First Middle Preferred Name, if applicable

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_ Email Address: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Location Applied For:  Alexandria  South Riding

If applying for a classroom position, do you have any age group preferences? (may select one or more, or no preference)

- Infants (6 wk – 12 mo)  
  Toddlers (16 – 24 mo)  
  Preschool 2 (2 – 3 years)  
  Preschool 3 (3 – 4 years)  
  Pre-K 4 (4 – 5 years)  
  School Age (5-12 years)

On which date would you be available for work: \_\_\_\_\_ Hours Desired: \_\_\_\_\_

- Full Time  
  Part Time  
  Seasonal  
  No Preference

Are you willing to open at 7:00 AM?  Yes  No    Are you willing to close at 6:00 PM, or later?  Yes  No

Would you be willing to drive the bus, if needed?  Yes, please complete page 4  No    If hired, will you be willing to work overtime?  Yes  No

Are you at least 18 years of age?  Yes  No

Are you a citizen of the U.S. or otherwise legally authorized to work in the U.S.?  Yes  No

If yes, are you able to provide documentation to show legal eligibility to work in the U.S.?  Yes  No

Do you have any medical conditions that may interfere with fulfilling the responsibilities of the position for which you are applying?  No  Yes: \_\_\_\_\_ Please specify: \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which have not been annulled, expunged, sealed by court? A "yes" response does not automatically disqualify your application. If yes, please explain:

No  Yes: \_\_\_\_\_ Please specify: \_\_\_\_\_

## Education Information

High School (include year of graduation): \_\_\_\_\_

College (include degree and year of graduation): \_\_\_\_\_

Other College/University/Graduate: \_\_\_\_\_

Military Service (list dates, ranks, and training): \_\_\_\_\_

Are you certified in any of the following credentials?  CDA (select one)  MAT  CPR/First Aid  
Expires: \_\_\_\_\_ Expires: \_\_\_\_\_ Expires: \_\_\_\_\_

Infant/Toddler CDA

Preschool CDA



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## Employment History

List all employers, starting with the most recent position. All information must be completed. You may submit a resume, but not in place of completing the required information.

**Most Recent Employer:** Is this your current employer? Yes  No  May we contact this employer for reference? Yes  No

Employed From	Employed To	Job Title	Starting Salary	End Salary
Employer/Company Name		Supervisor's Name	Supervisor's Phone	
Employer Address:		Duties/Responsibilities:		
Reason for Leaving:				

Employed From	Employed To	Job Title	Starting Salary	End Salary
Employer/Company Name		Supervisor's Name	Supervisor's Phone	
Employer Address:		Duties/Responsibilities:		
Reason for Leaving:				

Employed From	Employed To	Job Title	Starting Salary	End Salary
Employer/Company Name		Supervisor's Name	Supervisor's Phone	
Employer Address:		Duties/Responsibilities:		
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Employed From	Employed To	Job Title	Starting Salary	End Salary
Employer/Company Name		Supervisor's Name	Supervisor's Phone	
Employer Address:		Duties/Responsibilities:		
Reason for Leaving:				



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### Skills or Qualifications:

List other skills, qualifications or other trainings/certificates received:

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Volunteer activities, hobbies, and/or interests (optional):

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### Professional References:

*Reference 1*

*Reference 2*

*Reference 3*

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Certification and Authorization

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize Spring Hill Academy to inquire into any and all of my education, past employment history, and references as needed to research my qualifications for this position.

I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY	
Hire Date:	Starting Salary:



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This section must be completed if you are applying for a bus driver position or if you checked "Yes" as willing to drive the bus, if needed.

### Driver's Information:

Are you at least 21 years of age?  Yes  No

Driver's License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

State of License: \_\_\_\_\_

Do you have any traffic violations from the past 5 years? If yes, please list the violations in the space below:

### Certification and Authorization:

I authorize Spring Hill Academy to inquire into my driving history and am willing to provide a current driving transcript at Spring Hill's request in order to obtain a position where driving the bus may be required or requested for temporary, permanent, or seasonal duty.

If at any time during my active employment, I agree to drive the bus, this section may be completed separate from the application and included in my personnel file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date