

Richard Winn Academy

PO Box 390

1796 Old Chester Rd.

Winnsboro, SC 29180

Phone: (803)635-5494

Fax: (803)635-4310

APPLICATION FOR FACULTY POSITION

POSITION(S) DESIRED

Please check position(s) for which application is made.

Lower [Grades 1-5] _____ Middle [Grades 6-8] _____ Upper [Grades 9-12] _____

Subject(s) _____

Other, please specify: _____

PERSONAL DATA

Name _____

Last

First

Middle

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

Social Security: _____ - _____ - _____

EDUCATION BACKGROUND

List schools attended and degrees earned since high school

Institution/Location	Dates Attended	Course of Study	Number of Years Completed	Diploma or Degree

OTHER RELEVANT DATA:

Include other specific areas of interest (i.e. coaching, advising, organizations, etc.)

EMPLOYMENT

This section must be completed in addition to submitting a resume. Please give an accurate and complete record of your full and part-time employment. Start with your current or last assignment. Use additional paper if necessary.

School/Company Name: _____

Address: _____

City: _____ State: _____ Phone: _____

Dates Employed: _____

Job Title and Description:

Reason for Leaving:

School/Company Name: _____

Address: _____

City: _____ State: _____ Phone: _____

Dates Employed: _____

Job Title and Description:

Reason for Leaving:

School/Company Name: _____

Address: _____

City: _____ State: _____ Phone: _____

Dates Employed: _____

Job Title and Description:

Reason for Leaving:

School/Company Name: _____

Address: _____

City: _____ State: _____ Phone: _____

Dates Employed: _____

Job Title and Description:

Reason for Leaving:

We may contact the employers listed above unless you indicate those you do not want us to contact. I give my permission for an RWA representative to receive confidential references regarding my work performance.

YES _____ NO _____

DO NOT CONTACT

Employer No. _____

Reason(s): _____

I hereby certify that the above information is true, accurate, and complete to the best of my knowledge and belief. Any misrepresentation or willful omission of fact shall be sufficient cause for disqualification of this application or termination of employment. Further, I understand that this application and records become the property of Richard Winn Academy, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of Richard Winn Academy if employed. I hereby authorize the school to conduct work history, personal reference, and criminal records inquiries to determine my acceptability for employment.

Signed: _____ Date: _____

THIS APPLICATION IS NOT COMPLETE WITHOUT A SIGNATURE

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NOTIFICATION/RELEASE OF INFORMATION FORM

The purpose of this form is to notify you that a driving and criminal background check will be conducted on certain adults working with students of Richard Winn Academy.

Name _____

Last

First

Middle

Current Address: _____

City: _____ State: _____ Zip: _____

Social Security: _____ - _____ - _____ Date of Birth: _____ Age: _____

Driver License #: _____ State of Issue: _____

License Plate #: _____ State of Issue: _____

Please note the city and states, other than South Carolina, in which you have worked or lived:

In connection with this request, I authorize all corporations, former employees, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, and military services to release information about my background including, but not limited to, information about my employment, education, consumer credit history, driving record, criminal record, and general public record history to the person or company with which this form has been filled, or their agent. This releases the aforesaid parties from any liability and responsibility for collection of the above information.

Applicant's Signature: _____ Date: _____

NOTICE

Richard Winn Academy has a policy requiring the completion of an application form on each employee so a background check can be conducted. Please complete the attached Application Form and Notification/Release of Information Form and return both with your signed contract letter.

Thank you.