



BROOKSTONE SCHOOL

Employment Application

Date of Application

Last Name First Name Middle Initial Social Security Number

Present Street Address City State Zip Code

Home Phone Business Phone Cell Phone E-mail Address
(Please include area codes)

Permanent Address and Phone (if different) or Contact Person

Applying for: Faculty _____ Staff _____ Assistant Teacher _____ General Employment _____
(Grades PreK-4 only)

*Substitute _____ Community Coach _____

If applying for a full-time position please attach a photocopy of teaching certificate and all transcripts. Any other documents you feel will be of assistance to us may be included. It is our practice to hold candidate files for a minimum of two calendar years.

*If you are applying for a position as a substitute, it is important that you let us know when you are no longer available for that duty. Please contact the Coordinator of Substitute Teaching with that information.

Date available for employment by Brookstone School: _____

RETURN TO:
Brookstone School
440 Bradley Park Drive
Columbus, Georgia 31904
ATTN: Office of Director of Studies
(706) 324-1392

Brookstone School is an independent, coeducational, college preparatory day school, Pre-Kinderergarten through Grade 12, which does not discriminate on the basis of race, color, gender, religion, sexual orientation, age, disability, and national or ethnic origin in employment.

Received: _____ Entered: _____ Responsible: _____

Routing: _____

Teaching certification area: _____ State _____ Year Issued _____ Expires _____

Total years of full-time teaching experience _____ Are you under contract now? _____ May we contact your Employer? _____

OTHER WORK EXPERIENCE: (List most recent first. If applying for community coach, list coaching experience as well.)

Company	Position Held	Dates	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List areas in which you are computer proficient (word processing, spread sheet, PowerPoint, etc.):

EXTRACURRICULAR ACTIVITIES:

Independent schools seek people accomplished in specific academic areas, but also in other areas of school life. Please indicate the areas where you would be willing to serve. Mark (1) where you have great proficiency or experience, and (2) where you could assist.

Newspaper	_____	Debate	_____	Service Organizations	_____
Literary Magazine	_____	Foreign Travel Programs	_____	Athletics (Specify)	_____
Yearbook	_____	Language Clubs	_____	_____	_____
Photography	_____	Science or Math Clubs	_____	_____	_____
Dramatics	_____	Outdoor Education	_____	Intramurals	_____
Scholastic competitions	_____	Peer Mentoring	_____	Other (Specify)	_____
				_____	_____

Personal interests and hobbies: _____

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

Professional organizations of which you are a member: _____

Special honors or achievements: _____

Civic activities: _____

Check your current status:

- _____ U. S. citizen
- _____ alien legally authorized to work in the U. S.
- _____ other (specify) _____

Have you ever been convicted of a crime? _____

If so, please give details: _____

REFERENCES: (Include at least one former employer.)

Name and Title	Address	Phone Number
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Name and Title	Address	Phone Number
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Name and Title	Address	Phone Number
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Name and Title	Address	Phone Number
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PLEASE READ CAREFULLY: APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to verify all information referenced in this application and I release such parties from all liability for any damage which may result from providing such information.

I understand that a criminal and Motor Vehicle background report will be obtained prior to employment.

I understand that I may be asked to take a medical examination, which may include drug testing, either prior to commencement of employment or after I have become employed, as deemed necessary by Brookstone School.

Signature _____ Date _____