



Employment Application

Mail, FAX or e-mail this completed application and a copy of your resume to:

Palmetto Prep
1950 Woodruff Road
Greenville, SC 29607

FAX: (864) 234-0108
e-mail: info@palmettoprep.com

Note: This application is not an employment contract, but is intended to evaluate suitability for employment. Palmetto International Preparatory School provides equal employment to all persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. Palmetto Prep reserves the right to conduct pre-employment screening before a job offer is made. If an offer is made, employment may be contingent upon successful completion of a medical examination, which may include providing body substance samples. **Applicants should be advised that a person who has been convicted of a crime enumerated in subsection (A) SC code section 20-7-2725 (B) as amended, who applies for employment with, is employed by, or seeks to provide caregiver services in, or is a caregiver at such facility, is guilty of a misdemeanor, and, upon conviction, must be fined not more than five thousand dollars, or imprisoned not more than one year, or both.**

Personal Information

Name: _____ Phone: _____
first name middle initial (maiden name) last name

Street: _____ City: _____ e-mail: _____

State: _____ Zip: _____ Length of time at this address: _____ Social Security #: _____

Certification

Do you possess a valid teaching certificate? _____ Please attach a photocopy of your certificate.

Certificate #: _____ Renewal Date: _____ In which states are you certified to teach? _____

If certified outside of S.C., do you plan to obtain a S.C. teaching certificate? _____ When? _____

In what educational areas are you certified to teach? _____

Total years experience teaching or in childcare: _____ Grade level(s) taught: _____

Employment Information

Position applying for (check one): Teacher Teacher's aide Substitute teacher Support staff: _____

Preferred age group(s): Infants Toddlers Preschool Primary School

Palmetto Prep is open from 6:30 a.m. until 6:30 p.m. What hours are you available to work? _____

Please indicate your willingness to work the following options by checking all that apply: Full-time Part-time Open Close

Desired hourly rate: \$ _____ Would you be willing to work overtime when necessary? _____

Are you at least 18 years of age and legally eligible to work in the United States? Yes No

Are you currently under an employment contract or bound by a non-compete agreement? _____ If yes, please explain.

Have you ever been discharged from a job? _____ If yes, please explain.

Have you ever been convicted of or pled guilty to a felony or other crime? _____ If yes, please explain.

Note: If an employee is arrested, failure to inform Palmetto Prep on the next work day may result in termination.

Educational Background

Type of School	Name of School and State	Dates Attended		Major Areas of Study	Graduated or Degree Obtained	Mo/Day/Yr Date of Degree	GPA
		From	To				
High School							
College(s)							
Other -- Special Schools, Education and Training							

List any licenses, certificates, publications or professional achievements that would support your application.

Employment History

(please list most recent employer first)

Employer: _____	Employer: _____	Employer: _____
Street: _____	Street: _____	Street: _____
City, State, Zip: _____	City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____	Phone: _____
Position: _____	Position: _____	Position: _____
Duties: _____	Duties: _____	Duties: _____
Dates of Service: _____ to _____	Dates of Service: _____ to _____	Dates of Service: _____ to _____
Supervisor: _____	Supervisor: _____	Supervisor: _____
Ending Salary: _____	Ending Salary: _____	Ending Salary: _____
Reason for Leaving: _____	Reason for Leaving: _____	Reason for Leaving: _____

References

(please list two employment references and one personal reference)

Name: _____	Name: _____	Name: _____
Street: _____	Street: _____	Street: _____
City, State, Zip: _____	City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____	Phone: _____
Relationship: _____	Relationship: _____	Relationship: _____

Certification Agreement

1. I authorize the investigation of all statements contained in this application and release from liability any persons or employers supplying such information, and I also release Palmetto International Preparatory School from all liability which might result from making this investigation.

- I certify that the information set forth in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination, regardless of when or how discovered.
- I agree, if I am offered and accept a position, to conform to all existing and future school rules and regulations and I understand that the school reserves the right to change wages, hours and working conditions as deemed necessary. I also understand that if hired, my employment will be at will, meaning that either party can end the employment relationship at any time and for any or no reason.
- I understand that any employment offer is contingent upon my providing valid proof of identity and eligibility to work in order to comply with Immigration Reform and Control Act of 1986.
- By signing this application, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature: _____ Date: _____

This application will be considered valid for a period of 90 days from the date indicated above.

Rev. 7/8/07