

Non-Faculty Employment Application

Wesleyan School



5405 Spalding Drive
Norcross, Georgia 30092
(770) 448-7640
Fax: (770) 448-2035

Wesleyan School is an independent, coeducational, Christian, college preparatory day school grades kindergarten through twelve, which does not discriminate on the basis of race, color, gender, age, disability, or national origin.

Today's Date \_\_\_/\_\_\_/\_\_\_ Date Available for Employment \_\_\_/\_\_\_/\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Former Name \_\_\_\_\_ Name Preferred to Be Called \_\_\_\_\_

Optional Information: Preferred Title \_\_\_\_\_

Contact Information

Street \_\_\_\_\_ Apartment: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

FAX Number ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Church \_\_\_\_\_ Pastor's Name \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

Check all areas in which you are interested and are qualified:

Administrative Staff:

- Admissions
Alumni
Communications
Development
Public Relations
Information Technology
Student Health Care Services

Administrative Assistant to:

- Director of Admissions
Communications/PR
Principal
Headmaster
Athletic Director
College Counselor
Director of Fine Arts
Other

Business Office:

- Business Manager
Controller
Accounts Payable
Accounts Receivable
Human Resources
Other

Do you have teaching experience? Yes No

Do you have coaching experience? Yes No

If yes, please explain \_\_\_\_\_

# Educational and Vocational Training

	<i>School</i>	<i>Location</i>	<i>Dates</i>	<i>Degree or Diploma</i>
High School				
Vocational				
Vocational				
College				
Graduate Work				

Undergraduate Major: \_\_\_\_\_ Minor \_\_\_\_\_

Graduate Major: \_\_\_\_\_

If now employed, why are you considering leaving your present position? \_\_\_\_\_

How did you learn about Wesleyan School? \_\_\_\_\_

Are you either a U.S. Citizen or an alien legally authorized to work in the U.S.? \_\_\_\_\_

Within the past seven years, have you been convicted of a crime?  Yes  No

If yes, please describe in detail (accusation or conviction will not automatically bar employment). \_\_\_\_\_

*Do you have experience using the following software applications? Please check those that apply.*

<i>Microsoft Word</i>	<i>Adobe Pagemaker</i>	<i>Other, specify:</i>
<i>Microsoft Excel</i>	<i>Adobe Photoshop</i>	
<i>Microsoft Access</i>	<i>Adobe Illustrator</i>	
<i>Microsoft Outlook</i>	<i>Microsoft Publisher</i>	
<i>Microsoft PowerPoint</i>	<i>Web Design</i>	
<i>Blackbaud</i>	<i>Internet Explorer</i>	
<i>Adobe InDesign</i>		



## **REFERENCES**

*Include supervisors under whom you have most recently worked and one person who can vouch for your character and qualifications.*

### **Professional**

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Name	Position	School/Company Name	Business Phone
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Address	Home Phone
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Name	Position	School/Company Name	Business Phone
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Address	Home Phone
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Name	Position	School/Company Name	Business Phone
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Address	Home Phone
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### **Personal**

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Name	Position	School/Company Name	Business Phone
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Address	Home Phone
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Name	Position	School/Company Name	Business Phone
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Address	Home Phone
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*When may we contact the references listed? \_\_\_\_\_*

*PLEASE NOTE: Send a résumé and transcript if applicable*

*Describe your personal relationship with Christ and how that relationship impacts you on a daily basis.*

This is to certify that all statements contained herein are complete and accurate. Incomplete or inaccurate information may result in termination of employment and all contracts and other penalties provided in the Georgia Code regarding “making false statements” and/or “falsification of government records.”

Signature \_\_\_\_\_ Date \_\_\_\_\_