



# Application for Employment Wilson Hall

520 Wilson Hall Road • Sumter, South Carolina 29150 • 803.469.3475

FOR OFFICE USE ONLY

Checklist Completed \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY

Wilson Hall's employment policy ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Wilson Hall prohibits any such discrimination or harassment.

## POSITION DESIRED

Today's Date \_\_\_\_\_

☐ Full Time ☐ Part Time

☐ Classroom Teacher

☐ Baron Care (Childcare)

☐ Security Staff

☐ Teacher Assistant

☐ Guidance /College Counselor

☐ Administrator

☐ Substitute Teacher

☐ Office / Administrative Assistant

☐ Coaching: \_\_\_\_\_

☐ Cafeteria Staff

☐ Maintenance / Custodial Staff

☐ Other: \_\_\_\_\_

**Grade Level:** (Check all that apply) ☐ Preschool / Kindergarten ☐ Elementary School (grades 1 – 5)

☐ Middle School (grades 6 – 8) ☐ High School (grades 9 – 12)

**Subject Areas:** (Check all that apply)

☐ English

☐ Mathematics

☐ Science

☐ Foreign Language

☐ Social Studies / History

☐ Physical Education / Health

☐ Visual Arts

☐ Performing Arts: \_\_\_\_ Theatre \_\_\_\_ Chorus

☐ Technology: \_\_\_\_ Computers \_\_\_\_ Engineering \_\_\_\_ Robotics

☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

**Full Name:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

## EDUCATIONAL BACKGROUND

☐ Check here if this information is on your attached resume. If so, do not complete this section.

	School Name and Location (in chronological order)	From Mo / Yr	To Mo / Yr	Date	Degree Title	Major	Minor
High School / GED							
Technical Training							

	<b>School Name and Location</b> (in chronological order)	<b>From</b> Mo / Yr	<b>To</b> Mo / Yr	<b>Date</b>	<b>Degree Title</b>	<b>Major</b>	<b>Minor</b>
<b>College or University</b>							
<b>College or University</b>							
<b>Graduate Work</b>							
<b>Other</b>							

## CERTIFICATION

☐ Check here if this information is on your attached resume. If so, do not complete this section.

<b>Level</b>	<b>Type of Certification</b> (i.e. Life, 5 year)	<b>State</b>	<b>Date Issued</b>

### Please check any of the following areas of proficiency:

- ☐ Google Suite \*
 ☐ Remote Meetings (Meet, Zoom, Teams, etc.)
- ☐ Microsoft Office \*
 ☐ SIS (Student Information Management Software)
- ☐ Chromebooks
 ☐ Interactive Technologies (Whiteboards, Cameras, etc.)
- ☐ Other: \_\_\_\_\_

\* Word processing (Docs, Word), Spreadsheets (Excel, Sheets), Presentation (PowerPoint, Slides)

## EMPLOYMENT (Please start with most recent employment)

☐ Check here if this information is on your attached resume. If so, do not complete this section.

<b>Date From</b> Mo / Yr	<b>Date To</b> Mo / Yr	<b>School/Company Name and Address / City / State</b>	<b>Position Title</b> Subject / Grade	<b>Principal / Supervisor's Name</b>	<b>Reason For Leaving</b>

**May we contact current employer?** ☐ Yes ☐ No

If not, please specify:

**REFERENCES** (Give recent academic or professional references)

☐ Check here if this information is on your attached resume. If so, do not complete this section.

Name	Occupation	Address / City / State / Zip	Phone

**PROFESSIONAL AFFILIATIONS AND ACTIVITIES**

Professional / Community Activities (include offices held); Honors (include professional societies and scholarships)

<hr/> <hr/> <hr/> <hr/> <hr/>
-------------------------------

**SCHOOL ACTIVITIES**

Check below those activities in which you are interested, qualified, and willing to coach or direct.

**EXTRACURRICULAR**

<input type="checkbox"/> Battle of the Books	<input type="checkbox"/> Fine Arts	<input type="checkbox"/> STEAM	<input type="checkbox"/> Student Council
<input type="checkbox"/> Beta Club	<input type="checkbox"/> Key Club	<input type="checkbox"/> Musical Instruments	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Chess Team	<input type="checkbox"/> Lego Club	<input type="checkbox"/> National Honor Society	<input type="checkbox"/> Yearbook
<input type="checkbox"/> Chorus	<input type="checkbox"/> Literary Magazine	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other _____
<input type="checkbox"/> Debate	<input type="checkbox"/> Model UN	<input type="checkbox"/> Quiz Bowl	_____
<input type="checkbox"/> Fellowship of Christian Athletes	<input type="checkbox"/> Math Team	<input type="checkbox"/> Robotics Club	_____

**ATHLETIC**

<input type="checkbox"/> Baseball	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Softball	<input type="checkbox"/> Track & Field
<input type="checkbox"/> Basketball	<input type="checkbox"/> Football	<input type="checkbox"/> Sporting Clays	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Golf	<input type="checkbox"/> Swimming	<input type="checkbox"/> Other _____
<input type="checkbox"/> Cross-Country	<input type="checkbox"/> Soccer	<input type="checkbox"/> Tennis	_____

## EMPLOYEE QUESTIONS

Rank each statement from 1-10 in order of 1 – least important, 10 – most important

\_\_\_\_\_ Accepting after school responsibilities and the extra hours for extracurricular activities.

\_\_\_\_\_ Agreeing with and merging into the culture of the school.

\_\_\_\_\_ Agreeing with my supervisor.

\_\_\_\_\_ Developing meaningful relationships with other faculty members.

\_\_\_\_\_ Using humor in the classroom.

\_\_\_\_\_ Being a role model during school and after school hours.

\_\_\_\_\_ Pursuing professional development.

\_\_\_\_\_ Using correct spoken / written grammar in the classroom.

\_\_\_\_\_ Recognizing that parents and students are the customers of the school.

\_\_\_\_\_ Having mastery of subject matter.

## APPLICATION STATEMENT

Complete each of the following questions.

1. Why are you seeking a position with Wilson Hall?

---

---

---

---

---

---

---

---

2. What are the qualities of an excellent teacher? (Teaching positions only)

---

---

---

---

---

---

---

---

3. What books and publications have you especially enjoyed in the last year?

---

---

---

---

## ADDITIONAL INFORMATION

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you ever been convicted of any crime other than a minor traffic violation? If so, explain below when, where and what was the disposition of the case.            |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you ever been discharged or requested to resign from a former position?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been refused renewal of a teaching contract?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are you currently under contract with another school / district?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are you legally eligible for work in the United States?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you ever worked under a different name? If yes, please list name/s below.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Some positions require that you lift 25 pounds and/or stand for at least 2 hours. Can you perform the essential functions of this job, with or without accommodation? |

NOTE: If the answer to any of the above questions is yes, give details:

---

---

---

Is there any additional information that you would like to share that is not included in this application?

---

---

---

☐ Check here if you have attached a cover letter and//or your resume to this application.

**Signature of Applicant:** \_\_\_\_\_

---

---

All applicants who have been extended an employment offer must complete an I-9 Employment Verification and Criminal Background check which includes providing the school with a copy of their driver's license or government issued identification. Employment is contingent upon successful verification.

---

---

