

# Dorchester Academy

## Employment/Volunteer Application

### **Personal Information**

Name (Last, First, Middle) \_\_\_\_\_

Address (Street, City, Zip) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Position (s) Desired: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

### **Education**

High School (Name and Address): \_\_\_\_\_

College (Name and Address): \_\_\_\_\_

Major(s)/Degree(s): \_\_\_\_\_

Post Graduate (Name and Address): \_\_\_\_\_

Major(s)/Degree(s): \_\_\_\_\_

Trade/Business School/Other: \_\_\_\_\_

Special Skills & Qualifications (list jobs, related licenses, skills, training, honors, awards, special accomplishments):

\_\_\_\_\_  
\*\*Please attach resume and /or Letters of Recommendation.

### **Employment History**

Please begin with the present or most recent position.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Positions/Duties: \_\_\_\_\_

\_\_\_\_\_  
Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Positions/Duties: \_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Professional Information**

Do you presently hold a South Carolina Teaching Certificate: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Areas of Certification: \_\_\_\_\_

Subject/Grades you prefer to teach: \_\_\_\_\_

Extra-curricular Activities you are willing to help with: \_\_\_\_\_

**For School Volunteers**

I am interested in Volunteer Opportunities at Dorchester Academy: \_\_\_\_Yes \_\_\_\_No

If so, What areas: \_\_\_\_\_

Days Available: \_\_\_\_\_

**References**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*\*By my signature, I certify that the information provided on this application is true and complete to the best of my knowledge; and I agree to allow the school to conduct a law enforcement background investigation, as well as verification of any or all information listed on this application. I understand that falsified information or omissions may disqualify me from employment at Dorchester Academy.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_