

A resume /CV should be attached as a supplement but may **not** be submitted in lieu of fully completing this application.

KENSTON FOREST SCHOOL

75 RIDGE ROAD
BLACKSTONE, VA 23824

PHONE: (434) 292-7218
FAX: (434) 292-7455

POSITION(S) DESIRED (CHECK ALL APPLICABLE) <input type="checkbox"/> CLASSROOM TEACHER GRADES/SUBJECTS OF FOCUS:	<input type="checkbox"/> LIBRARY MEDIA SPECIALIST	<input type="checkbox"/> CAFETERIA STAFF	<input type="checkbox"/> CAFETERIA STAFF (PART TIME)
	<input type="checkbox"/> IT/NETWORK/WEB SPECIALIST	<input type="checkbox"/> MAINTENANCE STAFF	<input type="checkbox"/> MAINTENANCE (PART TIME)
	<input type="checkbox"/> ADMINISTRATOR	<input type="checkbox"/> BUS DRIVER (PRIMARY)	<input type="checkbox"/> BUS DRIVER (SUBSTITUTE)
	<input type="checkbox"/> OFFICE STAFF	<input type="checkbox"/> CUSTODIAL STAFF	<input type="checkbox"/> SPORTS COACH (PART TIME)
	<input type="checkbox"/> CLASSROOM AIDE	<input type="checkbox"/> OTHER:	<input type="checkbox"/> SUBSTITUTE TEACHER

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME
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MAILING ADDRESS	CITY	STATE	ZIP
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HOME PHONE (INCLUDE AREA CODE)	CELL PHONE (INCLUDE AREA CODE)	EMAIL ADDRESS
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DATE OF BIRTH	SOCIAL SECURITY NUMBER	NOTE: Completion of Date of Birth (DOB) and Social Security Number (SSN) is optional. Failure to submit DOB and/or SSN on this form will not prohibit employment consideration. DOB and/or SSN may be required on other forms prior to employment.
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BACKGROUND QUESTIONS

You must give complete answers to all questions. If you answer "Yes" to any question, you must thoroughly explain the answer on a separate sheet. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records. *Criminal Offense* includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest). *Conviction* is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations (bus driver applicants must note *all* traffic violations in the past 10 years).

You may omit: offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law.

You may omit: any convictions which have been expunged by a court.

YES	NO	
		Are you subject to any visa or immigration status that would prohibit lawful employment?
		Are any criminal or non-civil charges or proceedings pending against you?
		Have you been convicted of a criminal offense?
		Have you been convicted (as guilty or not innocent, or a determination of abuse or neglect founded against you) of any offense involving moral turpitude, the sexual molestation, physical or sexual abuse or rape of a child, or any like offense against an adult?
		Have you ever been issued a letter of reprimand or like instrument?
		Have you ever had any certificate, permit, or license revoked or suspended?
		Have you ever been the subject of consideration, recommendation, or action for non-renewal of contract of employment?
		Have you ever been refused a continuing contract/tenure?
		Have you ever been fired, discharged, advised or requested to resign from a position?
		Have you ever quit a job after being notified that you would be fired?

EDUCATIONAL AND PROFESSIONAL TRAINING <i>(LIST REVERSE-CHRONOLOGICALLY/MOST RECENT FIRST)</i>					
SCHOOL NAME	LOCATION	TYPE DEGREE OR DIPLOMA	FIELD OF STUDY/MAJOR	GRAD YEAR	DATES OF ATTENDANCE (MONTH/YR FROM-TO)

WORK EXPERIENCE OTHER THAN TEACHING <i>(LIST REVERSE-CHRONOLOGICALLY/MOST RECENT FIRST)</i>				
COMPANY/FIRM	LOCATION	TYPE OF WORK OR DUTIES PERFORMED	REASON FOR LEAVING	INCLUSIVE DATES (MONTH/YR FROM-TO)

STUDENT TEACHING EXPERIENCE <i>(LIST REVERSE-CHRONOLOGICALLY/MOST RECENT FIRST)</i>			
SCHOOL NAME	LOCATION	GRADES AND/OR SUBJECTS TAUGHT	INCLUSIVE DATES (MONTH/YR FROM-TO)

PART TIME AND/OR SUBSTITUTE TEACHING EXPERIENCE <i>(LIST REVERSE-CHRONOLOGICALLY/MOST RECENT FIRST)</i>			
SCHOOL NAME	LOCATION	GRADES AND/OR SUBJECTS TAUGHT	INCLUSIVE DATES (MONTH/YR FROM-TO)

FULL TIME TEACHING EXPERIENCE <i>(LIST REVERSE-CHRONOLOGICALLY/MOST RECENT FIRST)</i>				
SCHOOL NAME	LOCATION	GRADES AND/OR SUBJECTS TAUGHT	REASON FOR LEAVING	INCLUSIVE DATES (MONTH/YR FROM-TO)

COACHING EXPERIENCE <i>(LIST REVERSE-CHRONOLOGICALLY/MOST RECENT FIRST)</i>			
SCHOOL / ORGANIZATION NAME	LOCATION	SPORTS / LEVELS COACHED	INCLUSIVE DATES (MONTH/YR FROM-TO)

REFERENCES			
NAME	ORGANIZATION	POSITION	PHONE (INCLUDE AREA CODE)
NAME	ORGANIZATION	POSITION	PHONE (INCLUDE AREA CODE)
NAME	ORGANIZATION	POSITION	PHONE (INCLUDE AREA CODE)

ACKNOWLEDGEMENT

My signature below authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers, educational institutions, personal references, professional references, and other sources deemed appropriate in the sole discretion of the school.

I waive my right of access to any such information, and without limitation hereby release the school division and the reference source from any liability in connection with its release or use. This release includes the sources cited above and illustrative examples as follows: the local Sheriff, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the Virginia or other State Department of Social Services Child Protective Services Unit and any Locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I unconditionally certify that I have made true, correct and complete answers and statements on this application (all pages) in the knowledge that they may be relied upon in considering my application.

I acknowledge that these questions shall be continuing in nature, and I have a duty to update, change, or further amplify my answers to guarantee accuracy at all times. I understand that any omission, misleading or falsely answered statement made or implied by me on this application, or any supplement to it, whether written or oral, will be sufficient grounds for failure to employ or for my immediate discharge should I become employed with the school division.

In the event Kenston Forest School determines, in its sole discretion, the existence of a material adverse report or omission as to any information, I agree that the employment offer/appointment will be deemed revoked immediately without further action, notice, or process.

In conclusion, I acknowledge that if accepted for employment, I hereby agree to abide by the policies, regulations, and directives of the school division.

SIGNATURE OF APPLICANT	DATE
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BE SURE TO INCLUDE:

- ALL 4 PAGES OF THIS APPLICATION
- ADDITIONAL INFORMATION/EXPLANATIONS IF REQUIRED FOR QUESTIONS ON PAGE 1
- PHOTOCOPIES OF LETTERS OF RECOMMENDATION
- PHOTOCOPIES OF APPLICABLE LICENSES/ENDORSEMENTS/CREDENTIAL CERTIFICATES
- RESUME / CURRICULUM VITAE OR OTHER DOCUMENTS AS DESIRED

DISCLAIMER

Kenston Forest School does not discriminate on the basis of race, color, sex, national origin, age, religion, political affiliation, disability, or handicapping conditions in its employment.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in essential activities involved in the position for which application has been made.