



EDUCATION

High School (list last)

Name of School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Graduated? Y/N

College/University (list all)

Name of School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_

Degree: \_\_\_\_

Name of School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_

Degree: \_\_\_\_

Name of School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_

Degree: \_\_\_\_

List any certificates or licenses you hold that may help qualify you for employment:

List any job-related professional or technical organizations to which you belong. (You may exclude those organizations which indicate race, gender, national origin, or any other protected classification of its members.)

TECHNICAL SKILLS

Please indicate self-assessed skill level:

Mac OS

Windows OS

MS Word

MS Excel

Graphics Programming

Web Authoring

Blogging

EMPLOYMENT HISTORY

List all employers for past 10 years attach additional sheets if needed.

School/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Responsibilities/Primary Duties

From \_\_\_\_\_ To \_\_\_\_\_ Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

School/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Responsibilities/Primary Duties

From \_\_\_\_\_ To \_\_\_\_\_ Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_  
School/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Responsibilities/Primary Duties

From \_\_\_\_\_ To \_\_\_\_\_ Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_  
School/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Responsibilities/Primary Duties

From \_\_\_\_\_ To \_\_\_\_\_ Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_  
School/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Responsibilities/Primary Duties

**PROFESSIONAL REFERENCES**

Please provide three individuals who can discuss your current or past work performance.

Name _____	Relationship _____
Organization _____	Position _____
Phone _____	E-mail _____
Name _____	Relationship _____
Organization _____	Position _____
Phone _____	E-mail _____
Name _____	Relationship _____
Organization _____	Position _____
Phone _____	E-mail _____

**LIST ATTACHED DOCUMENTS**

**ACKNOWLEDGEMENT**

I understand and acknowledge the following:

1. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States and will also be required to submit to fingerprinting and a background check in accordance with Virginia law. Additionally, if I am offered employment in the Preschool or Extended Day Program I will need to comply with all requirements of the Virginia Department of Social Services for child care employees.
2. I certify that all information I have supplied on this form and attached documents is correct to the best of my knowledge. I understand that omissions or providing deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.
3. I give consent to Sabot at Stony Point to contact the employers listed on this form and attached documents for my employment references. I authorize these individuals to provide truthful information regarding my employment and previous work experience. In doing so, I waive liability against the employers and individuals contacted as my references, provided the information they supply is honest, factual and given without malice.
4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at will, as defined by law and for no definite period, and that my employment may be terminated, at any time, with or without cause and with or without prior notice by myself or the school, unless I am offered and sign an employment contract that explicitly specifies other terms and conditions of contract employment.
5. I have read and understand everything on this application.

_____	_____
Signature	Date

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