



High Meadows School

1055 Willeo Road
 Roswell, GA 30075 Phone:
 770-993-2940
 Fax: 770-993-8331

Application for Employment

High Meadows School complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the Human Resources Manager in order to arrange such an accommodation.

We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, gender identity, national origin, age, disability, or any other classification prescribed under applicable federal, state or local law.

You may submit a copy of a current resume; however, an application must be completed in full in order to be considered for employment.

 Date of Application

 Date Available for Employment

Please indicate the position for which you are applying: _____

Personal Information

Last Name:			First Name:			Middle:		
Present Address:				City:		State:		Zip:
Previous Address, if present address is less than two years:						Best Phone: ()		
Email Address:								
How did you learn of this opening?								
Have you ever filed an application with us before? Yes No If yes, give date and position:								
Have you ever been employed with us before? Yes No If yes, what position and when:								
Driver's License Number:			State:			Expires:		

Certifications. Please list all certifications (include expiration dates) and training you have had relevant to the position. (Also include CPR / 1st Aid / other position specific training and certifications, etc.):

Education – All Applicants

If offered employment by High Meadows School, faculty members, business staff and all Directors MUST furnish an official copy of all college transcripts.

Name of School	Location	Academic Major	Degree Received
(High School)			
(Undergraduate)			
(Graduate)			
(Graduate, Ph.d or Other)			
(Technical/Vocational)			

Teaching Certification: Yes No

If yes, what state, type, number and expiration date:

Teaching or Employment References

Please give three references, two who are not related to you but were former or current employers or persons who could discuss your ability to succeed in the position for which you are applying. One reference may be a personal reference (please indicate such.)

Name of Reference	Position/Relationship	Phone	Email

Prior Work History

(List last or present employer first. For all teaching positions, list grade level or subject areas.) If more space is needed, write on a separate page. You may attach a resume in addition to completing the following. Please provide an explanation for any gaps in employment history. References will be checked and information from References will be deemed confidential and school property. Please indicate if you do not want us to contact prior employers and why.

Employer: _____ From: _____ to _____
Month/Year Month/Year

Address: _____

Job Title and Duties: _____

Supervisor and Supervisor's Email: _____

Reason for Leaving: _____ Do not contact: _____

Employer: _____ From: _____ to _____
Month/Year Month/Year

Address: _____

Job Title and Duties: _____

Supervisor and Supervisor's Email: _____

Reason for Leaving: _____ Do not contact: _____

Employer: _____ From: _____ to _____
Month/Year Month/Year

Address: _____

Job Title and Duties: _____

Supervisor and Supervisor's Email: _____

Reason for Leaving: _____ Do not contact: _____

Employer: _____ From: _____ to _____
Month/Year Month/Year

Address: _____

Job Title and Duties: _____

Supervisor and Supervisor's Email: _____

Reason for Leaving: _____ Do not contact: _____

Have you ever been terminated or asked to resign from employment? Yes No If yes, which employer and why?

Please list any Maintenance / Service / Office equipment, tools, or vehicles you can operate and your Computer Software skills:

What interests you most about this position and what relevant experiences do you have that you feel would make you successful?

How does your experience and skill set address specific elements of the position? Are there any aspects of the position with which you are uncomfortable or unfamiliar?

How do you feel you could promote the High Meadows mission and philosophy in your work?

Is there anything else you would like to share about your experience and qualifications?

Applicant's Acknowledgement – Read Carefully Before Signing

I certify that the information given herein is true and complete to the best of my knowledge. I authorize High Meadows School to investigate any information, including but not limited to, my employment history, educational background, driving record, credit history and record of criminal convictions that it believes is relevant to my employment application. I hereby release High Meadows School and its agents of any liability arising there from.

My former employers, educational institutions, and references may provide information that they may have about me in response to inquiry from High Meadows School. I hereby release them and High Meadows School and its agents from all liability arising there from. I further authorize High Meadows School to rely upon and use, as it sees fit, any information received from such contacts. Information received from contacts is considered confidential between the reference and the school.

I understand that an offer of employment by High Meadows School is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history/background check. I understand that false information, omissions or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire, or discharge in the event of employment.

I understand that I shall be required to provide documentation establishing my legal authorization for employment in the US within the first three days of my employment. I understand that all employees are at-will and do not have a contract for employment nor a guarantee of employment. I agree to honor and respect the right to privacy of every High Meadows student and parent. Any private information concerning student work, student behavior, student records and/or student medical information is considered privileged. I agree to keep all such information confidential.

Signature of Applicant

Print Name

Date