



Application for Staff Employment

Name _____ Date of Application _____

Street, City, State, Zip _____

E-Mail Address _____ Telephone Numbers _____

For Position in Department/Office of:

- Admission Office
- Advancement Office
- Athletics / Coaching
- Buckman / Rose Theater
- Business Office
- Communication Office
- Counseling Office
- Enrichment
- Facilities / Maintenance

This application and a current resume should be mailed to:

**St. Mary's Episcopal School
Office of the Assistant Head
60 Perkins Extended
Memphis, TN 38117**

For office use

Date Rec'd. _____	Original Rec'd by _____	Copy Sent _____
Response Letter _____	Interview Date _____	Transcript Rec'd _____

Educational Background *(Please list most recent first)*

College/University _____

Degree Awarded _____ Year Graduated _____

Major _____ Minor _____

College/University _____

Degree Awarded _____ Year Graduated _____

Major _____ Minor _____

College/University _____

Degree Awarded _____ Year Graduated _____

Major _____ Minor _____

Employment Experience *(Please list most recent first)*

If you are currently employed, may we contact your employer? yes no

Dates Employed _____ Employer Name _____

Address _____ Phone Number _____

Job Title/Responsibilities _____

Dates Employed _____ Employer Name _____

Address _____ Phone Number _____

Job Title/Responsibilities _____

Dates Employed _____ Employer Name _____

Address _____ Phone Number _____

Job Title/Responsibilities _____

Dates Employed _____ Employer Name _____

Address _____ Phone Number _____

Job Title/Responsibilities _____

Technology Please describe your proficiency with computers and use of technology. List the software applications with which you are familiar and describe your proficiency in their use.

References

Name of Supervisor _____ Position _____

Address _____ Telephone _____

Name of Supervisor _____ Position _____

Address _____ Telephone _____

Name of Supervisor _____ Position _____

Address _____ Telephone _____

I understand that false, misleading, or omitted information provided or not provided on my application or at any time during the interview process may result in a refusal to hire, or discharge in the event of employment. I certify that the information contained in this application is true and correct.

Applicant Signature

Date

I Accept

By entering your name, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

**Employment at St. Mary's Episcopal School is contingent upon
successful completion of a background, fingerprint, and reference check.**

**St. Mary's does not discriminate on the basis of race, religion, ethnic or
national origin in admission or in any other activities or programs of the School.**