



## Application for Staff Employment

Please forward a copy of your resumé along with this application to the campus(es) of interest:

### **Middle and Upper School (Grades 6-12)**

#### *Collierville Campus*

Diane Alexander, Assistant to the Associate Head of School  
1880 Wolf River Blvd.  
Collierville, TN 38017  
tel. 901.457.2000 / fax 901.457.2111  
[dalexander@sgis.org](mailto:dalexander@sgis.org)

### **Lower School (Grades PK-5)**

#### *Germantown and Memphis Campuses*

Tracy Forbes, Assistant to the Associate Head of School  
8250 Poplar Avenue  
Germantown, TN 38138  
tel. 901.261.2300 / fax 901.261.2311  
[tforbes@sgis.org](mailto:tforbes@sgis.org)

*St. George's Independent School welcomes applications from persons of any race, color, creed, national or ethnic origin.*

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Present Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Application for the position of \_\_\_\_\_ Prefer  full time  part time

List education/degree(s): \_\_\_\_\_

Please circle campus preference below:

**Germantown** (grades PK-5)    **Memphis** (grades PK-5)    **Collierville** (grades 6-12)

Person to notify in case of emergency \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

\_\_\_\_\_

Are you able to perform the functions for the job for which you are applying as described in the job description or announcement? (Please circle) Yes No

Are you certified for CPR? (Please circle) Yes No

Please circle any of the following which you are able to direct or coach successfully:

- |                              |            |           |                       |                         |            |
|------------------------------|------------|-----------|-----------------------|-------------------------|------------|
| Debate                       | Drama      | Newspaper | Yearbook              | Volleyball              | Track      |
| Outdoor Ed.                  | Frisbee    | Football  | Cross Country         | Golf                    | Kayak      |
| Intramurals                  | Basketball | Soccer    | Softball              | Tennis                  | Gymnastics |
| Chorus                       | Band       | Chess     | Model UN              | Literary Magazine       |            |
| Video Club                   | Radio/TV   | Baseball  | Swimming              | Student Leadership      |            |
| Student Council              | Lacrosse   | Birding   | Honor Council         | Destination Imagination |            |
| Music Lessons (Instrumental) |            |           | Environmental Studies |                         |            |

Other (please list) \_\_\_\_\_

If selected, and conditions prove satisfactory, would you plan to work here at least two years? (Please circle) Yes No

How familiar are you with St. George's Independent School? (Please circle)  
Very familiar Moderately familiar Not at all

Are you currently under contract? (Please circle) Yes No At what salary? \_\_\_\_\_

May we contact your current employer? (Please circle) Yes No

Please include a transcript of all undergraduate and graduate work.

What 5 words describe you best?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list 2 to 3 personal or professional references (names/ phone numbers/ relation). You must list at least one professional reference.

Reference: \_\_\_\_\_

Reference: \_\_\_\_\_

Reference: \_\_\_\_\_

RELEASE WAIVER

I certify that the above information is true and correct. Also, I authorize the school to investigate my personal, educational, and employment history. I also relieve my former employers of all liability for releasing information, personnel records, and job performance appraisals.

Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTICE

An interview is required prior to employment.

St. George's Independent School is entrusted with the education and welfare of children; therefore, it is the school's policy to carefully and periodically investigate the background and fitness of all current and prospective employees. This process includes an investigation of criminal record, driving record, employment references, history, and other information which the school, in its sole discretion, may deem relevant to the employee's interaction with students, families, or other employees. Please indicate that you are aware of this policy by signing and dating in the places provided below.

Signature \_\_\_\_\_

Date \_\_\_\_\_