

Position Applying For: \_\_\_\_\_

***SAINT JAMES SCHOOL***  
***6010 Vaughn Road, Montgomery, Alabama 36116***  
***(334) 277-8033 STJWeb.org***  
***FAX (334) 277-2542***

**APPLICATION FOR TEACHING POSITION**

Saint James School employs qualified applicants without regard to race, sex, national origin, age, marital status, or disability.

Name \_\_\_\_\_ Date \_\_\_\_\_

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

Social Security No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
Area Code

Phone No. \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Area Code

**PERSONAL/HEALTH INFORMATION:**

Citizenship: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Earnings: \_\_\_\_\_ per \_\_\_\_\_

Date of last physical exam \_\_\_\_\_

Current Physical Condition \_\_\_\_\_

Are you willing to have a physical as a condition of employment? \_\_\_\_\_

Allergies (Medication/Other) \_\_\_\_\_

Physical limitations affecting work due to physical conditions? \_\_\_\_\_

**Law Violations:** Except for minor traffic violations, were you ever convicted of any violation of the law that has not been expunged by a Court of Law?  
\_\_\_\_\_ If yes, please attach a complete explanation.

Have you ever been convicted for any offense involving sexual misconduct or moral

turpitude?

\_\_\_\_\_ If yes, please attach a complete explanation.

**EDUCATION AND TRAINING:** Please list all college and graduate education.

| Name of College | City and State | Degree/Major | Dates |
|-----------------|----------------|--------------|-------|
|                 |                |              |       |
|                 |                |              |       |
|                 |                |              |       |
|                 |                |              |       |

**RECORD OF TEACHING EMPLOYMENT:** Begin with most recent first.

| Name of Employer | City and State | Position | Dates |
|------------------|----------------|----------|-------|
|                  |                |          |       |
|                  |                |          |       |
|                  |                |          |       |
|                  |                |          |       |

Are you certified? \_\_\_\_\_ Type \_\_\_\_\_ State \_\_\_\_\_ Grade \_\_\_\_\_

Teaching preference (subject matter, field, or grades) \_\_\_\_\_

List other grades/subjects you could teach: \_\_\_\_\_

List extra curricular activities you are qualified to advise: \_\_\_\_\_

**RECORD OF OTHER EMPLOYMENT:** Begin with most recent first.

| Name of Employer | City and State | Position | Dates |
|------------------|----------------|----------|-------|
|                  |                |          |       |
|                  |                |          |       |
|                  |                |          |       |
|                  |                |          |       |

**REFERENCES & TRANSCRIPTS:**

To complete application, please send three letters of reference or college placement file and an official copy of all transcripts. Please attach a current resume.

List supervisors (no relatives) under whom you have been employed, who have first-hand knowledge of your experience, work habits, and ability.

| Name | Address | Daytime Phone No. |
|------|---------|-------------------|
|      |         |                   |
|      |         |                   |
|      |         |                   |
|      |         |                   |

**CERTIFICATION**

**Certification:**

I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Headmaster (and/or designee), and the Board of Directors WILL BE RELYING ON the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statement or any material half-truths, material misstatements or omissions on this application, without full disclosure of all relevant facts, shall be grounds for Saint James School to immediately VOID any employment contract with me, and shall be grounds for my immediate dismissal from employment with the School.

**Authorization:**

I authorize Saint James School and its administrators to fully investigate all statements contained herein. Further, I authorize all references listed and all previous employers to give Saint James School any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from any and all liability for damages I may claim to suffer as a result of their furnishing such information to the school's representative(s). I further authorize Saint James School to conduct a criminal background check.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# SAINT JAMES SCHOOL

## QUESTIONS FOR TEACHER APPLICANTS

Answer each question briefly. Attach additional pages if necessary.

1. Why do you want to teach at Saint James School?
2. Describe your approach to teaching (with specific reference to your major subject matter field, if secondary). Comment on pedagogical issues of current interest among your fellow professional educators, as they relate to your approach to teaching. Explain how your approach would be compatible with the Saint James School's mission as an independent college-preparatory institution.
3. Describe your approach to maintaining an appropriate classroom environment for teaching and learning.
4. Name three significant books you have read in the last year and explain why they were important to you. (They may be either personal or professional.)