Download, print or electronically fill out and return to Pinewood Preparatory School ATTN: Kayla Klinger, kklinger@pinewoodprep.com and Tamera Hartman, thartman@pinewoodprep.com

Pinewood Preparatory School
1114 Orangeburg Road**Summerville**SC**29483
843-873-1643**843-821-4257(fax)

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ E-mail Address: _____

Social Security No (required).:_____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If so, when? _____

Employment Interest

Positions Interested (check all that apply):

Faculty Positions

Lower School:
☐ PK2 - 5th Grade

Middle School:
☐ 6th - 7th Grade

High School:
☐ 9th -12th Grade

Staff Positions

☐ Office/Administrative ☐ Pinewood Plus

Supplemental Questions

Are you currently DSS certified? ☐ Yes ☐ No

If no, are you willing to become DSS certified? ☐ Yes ☐ No

Do you currently hold a SC Teaching Certification? ☐ Yes ☐ No

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO

Degree: _____

Area of Study: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO

Degree: _____

Area of Study: _____

Certifications, Awards, or Professional Associations:

_____

_____

_____

_____

_____

References

Please List Three Professional References

Reference #1

Full Name: _____ Title / Relationship: _____

Organization: _____

Phone: _____ Email: _____

Reference #2

Full Name: _____ Title / Relationship: _____

Organization: _____

Phone: _____ Email: _____

Reference #3

Full Name: _____ Title / Relationship: _____

Organization: _____

Phone: _____ Email: _____

Previous Employment

Work Experience (Most Recent First)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I authorize Pinewood Preparatory School and assigns permission to obtain background reports, including but not limited to criminal activity and driver's records, and to contact my references and previous and present employers.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Pinewood Preparatory School is committed to diversity. In its admissions, hiring practices and day-to-day operation, Pinewood Preparatory School does not discriminate on the basis of race, color, creed, national or ethnic origin, age, sex, or handicapping condition.