All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, natural origin or ancestry, age, disability, sex, marital status, or any other category protected by applicable federal or state law.

THE GREENWICH COUNTRY DAY SCHOOL

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Personal Data

Name:	Date of Application:
Current Address City: State Zip:	Social Security Number: Telephone Number:
Alternate Address: City: State: Zip:	Cell Phone: Email:

Are you either a U.S. citizen or an alien who has the legal right to work in the job for which you are applying?
Yes/No Proof of citizenship or immigration will be required upon employment.

Have you ever been convicted of a felony? *Yes/No* **
If so, please explain. [A criminal conviction will not necessarily be a bar to employment.] _____
_____
_____

Educational History

Subjects qualified to teach
_____

Secondary School (name, address, dates attended)
_____

Names of Institution	College degree/date earned	Major field of study
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience

Employer	Dates of Employment	Number of Years
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Coaching Interests:

_____
_____
_____

Honors and Awards:

_____
_____
_____

Professional Organizations:

Publications:

Travels:

References

Please list four references who can comment on your ability and achievements. At least two should be recent employers or instructors.

Name	Relationship	Telephone Number

Statement

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete and understand that the omission and/or misrepresentation of any fact will be cause for immediate dismissal.

In connection with my application for employment, I understand and hereby consent to permit The Greenwich Country Day School to contact anyone it deems appropriate to investigate or verify any information provided by me to discuss my suitability for employment, background, past performance, education or related matters. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against any individual or corporation providing, or seeking such information.

I understand that as this school deems necessary, I may be required to work over the hours or hours outside a normally defined work day or work week.

If hired, I agree to abide by all Greenwich Country Day School's policies.

Date _____ Signature of Applicant _____

**You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure pursuant to these statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to these statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Please e-mail a copy of your transcript(s) and resume to: HR@gcds.net

Kirby D. Williams
Director of Human Resources & Admission

Marcus Chang
Director of Diversity Programs
Associate Director of Human Resources