



## Outside Activities

Professional memberships, certificates, or job-related licenses held that would be relevant to the job that you are applying for:

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## Special Skills

<i>To be completed by application for office/clerical work:</i>		<i>To be completed by application for shop/plant work:</i>	
Typing	<i>Yes/No</i> Words per minute:	Types of machines operated	Years experience
Dictation	<i>Yes/No</i> Words per minute:		
Computer Skills	<i>Hardware/Software</i>		
Switchboard	<i>Hardware/Software</i>		
Please list other skills and/or equipment/language experience you have acquired		List of shop/production skills	
		Served apprenticeship <i>Yes/No</i> When served:	
		Type of apprenticeship	

## Miscellaneous

Where you previously employed by GCDS?	<i>Yes/No</i> If yes, when:
Do you have any relative(s) currently employed by GCDS?	<i>Yes/No</i> If yes, list below
Name Relationship	Name Relationship

Indicate any foreign languages you can speak, read and/or write if the job that you are applying for has language requirements:

	Fluent	Good	Fair
Speak			
Read			
Write			

## Drivers

Do you have a valid driver's license in this state? *Yes/No* If yes, License Number: \_\_\_\_\_

List any moving violations during the last five years along with any comments or qualifying statements you can make.

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**Employment Record**

Starting with present or most recent, list all previous employers. Include self-employment, summer, and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but please complete this application as well.

Company	Type of Business	Title or job classification
Street Address	Phone no.	Brief description of job duties
City	State	ZIP code
Supervisor's name and title	Phone no.	
Base salary	Dates worked From To	
Reason for leaving		

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Reason for leaving		

**U.S. Military Record**

Branch of service

From

To

Discharge: honorable *yes/no* [Dishonorable discharge will not necessarily be a bar to employment.] List and training and skills acquired while in service that may be applicable to the job for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Professional/Work References

List three references who are not related to you:

Name	Title/relationship	Address	Phone no.	Occupation

May we contact your present employer? Yes/No

Wage or salary requested \_\_\_\_\_

Date available \_\_\_\_\_

## 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

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\*\*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 nolle, 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](mailto:HR@gcds.net)

Kirby Williams  
Director of Human Resources & Admissions

Marcus Chang  
Director of Diversity Programs  
Associate Director of Human Resources