



*Business Office use only:*  
Date received: \_\_\_\_\_

## Employment Application

**Instructions to the applicant:** Please complete this form. You may submit this application, your resume, a cover letter, and a list of 3-5 professional references with contact information to:

The Burlington School  
Attention: Human Resources  
1615 Greenwood Terrace  
Burlington, NC 27215

**Position applying for:** \_\_\_\_\_

**Applicant's full name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

\_\_\_\_\_

**Daytime phone:** \_\_\_\_\_ **Evening phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Education:** List in reverse chronological order (most recent first), degree programs completed, programs in process, and/or significant study abroad.

1. **Name of institution:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Date conferred:** \_\_\_\_\_

2. **Name of institution:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Date conferred:** \_\_\_\_\_

3. **Name of institution:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Date conferred:** \_\_\_\_\_

4. **Name of institution:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Date conferred:** \_\_\_\_\_

**Certificates:** List any certifications earned.

1. **State:** \_\_\_\_\_ **Type:** \_\_\_\_\_

**Year issued:** \_\_\_\_\_ **Year expires:** \_\_\_\_\_

2. **State:** \_\_\_\_\_ **Type:** \_\_\_\_\_

**Year issued:** \_\_\_\_\_ **Year expires:** \_\_\_\_\_

3. **State:** \_\_\_\_\_ **Type:** \_\_\_\_\_

**Year issued:** \_\_\_\_\_ **Year expires:** \_\_\_\_\_

**Other:** Include any additional special training and/or instruction you received within the last five years:

\_\_\_\_\_  
\_\_\_\_\_

**Work experience:** List in reverse chronological order your work experience. Include student teaching.

1. **Name of school/organization:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Grade/subject taught:** \_\_\_\_\_

**Dates of employment:** from \_\_\_\_\_ to \_\_\_\_\_

2. **Name of school/organization:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Grade/subject taught:** \_\_\_\_\_

**Dates of employment:** from \_\_\_\_\_ to \_\_\_\_\_

3. Name of school/organization: \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_

Grade/subject taught: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

4. Name of school/organization: \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_

Grade/subject taught: \_\_\_\_\_

Dates of employment: from \_\_\_\_\_ to \_\_\_\_\_

Other/additional work experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Professional organizations:** List current membership in any professional, honorary, or technical organizations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Honors/awards:** List any special recognition, honors, and/or awards received within the last five years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list sports and/or extracurricular activities can you coach/teach/direct:**

\_\_\_\_\_  
\_\_\_\_\_

**Date you are available to begin work:** \_\_\_\_\_

**Salary requirements:** \_\_\_\_\_