

# NANSEMOND - SUFFOLK ACADEMY

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## Application for Employment

### PERSONAL INFORMATION

Date of Application: \_\_\_\_\_ Position: \_\_\_\_\_

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

Phone Number: (1) \_\_\_\_\_ (Home/Cell/Office) (2) \_\_\_\_\_ (Home/Cell/Office)

Email Address: \_\_\_\_\_

Have you ever applied for employment with us?

\_\_\_\_ Yes \_\_\_\_ No If yes: Month \_\_\_\_ Year \_\_\_\_ Position \_\_\_\_\_

How did you learn of this position?

\_\_\_\_ Website \_\_\_\_ VAIS/NAIS \_\_\_\_ STA \_\_\_\_ Employee \_\_\_\_ Parent \_\_\_\_ Other

Affiliation with NSA Community (if any): \_\_\_\_\_

### EDUCATIONAL BACKGROUND

High School: \_\_\_\_\_ City, State \_\_\_\_\_

Extracurricular Involvement: \_\_\_\_\_

College: \_\_\_\_\_ City, State \_\_\_\_\_

Degree: \_\_\_\_\_

Extracurricular Involvement: \_\_\_\_\_

Graduate School: \_\_\_\_\_ City, State \_\_\_\_\_

Degree: \_\_\_\_\_

Extracurricular Involvement: \_\_\_\_\_

## EMPLOYMENT

(Begin With Most Recent)

School/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment : \_\_\_\_\_  
From To

Name of Supervisor: \_\_\_\_\_

Job Title & Description of Duties/Grades Taught: (you may reference "see resume attached")

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

May we contact this employer? \_\_\_\_\_

School/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment : \_\_\_\_\_  
From To

Name of Supervisor: \_\_\_\_\_

Job Title & Description of Duties/Grades Taught: (you may reference "see resume attached")

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

May we contact this employer? \_\_\_\_\_

School/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment : \_\_\_\_\_  
From To

Name of Supervisor: \_\_\_\_\_

Job Title & Description of Duties/Grades Taught: (you may reference "see resume attached")

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

May we contact this employer? \_\_\_\_\_

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\* Please send copies of transcripts from each college / university attended.  
\* Required for all teaching / substitute teaching positions.

## PROFESSIONAL CERTIFICATION

| Area of Endorsement | State | Expiration Date |
|---------------------|-------|-----------------|
|---------------------|-------|-----------------|

| Area of Endorsement | State | Expiration Date |
|---------------------|-------|-----------------|
|---------------------|-------|-----------------|

Extracurricular activities you are capable of coaching, assisting or supervising: \_\_\_\_\_

Please provide any other information related to special skills and qualifications acquired from employment or other experiences you believe will help us consider your application for employment:

What is your salary range expectation for this position? \_\_\_\_\_

Have you ever been terminated or asked to resign from a former position: \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please explain \_\_\_\_\_

If you are a teaching applicant, have you ever been refused renewal of a contract? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please explain \_\_\_\_\_

As an adult, have you ever been convicted for violations of law other than minor traffic violations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please give information as to the date, place of offense, and disposition of charge: \_\_\_\_\_

Please note – we are required by law to conduct a criminal history background check on all individuals offered employment.

Can you provide evidence of authorization to work in the United States if an employment offer is made? (Proof of U.S. citizenship or immigration status) \_\_\_\_\_ Yes \_\_\_\_\_ No

## PROFESSIONAL REFERENCES

Please provide names and contact information for three (3) professional references that are not related to you (this can include previous employers):

| 1. _____ | Name/Relationship | Email Address | Phone |
|----------|-------------------|---------------|-------|
|----------|-------------------|---------------|-------|

| 2. _____ | Name/Relationship | Email Address | Phone |
|----------|-------------------|---------------|-------|
|----------|-------------------|---------------|-------|

| 3. _____ | Name/Relationship | Email Address | Phone |
|----------|-------------------|---------------|-------|
|----------|-------------------|---------------|-------|

Do you authorize NSA to contact the references listed above? \_\_\_\_\_ Yes \_\_\_\_\_ No If No, please explain

## APPLICANT'S STATEMENT

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

I hereby authorize Nansemond-Suffolk Academy (NSA) and/or its agents to thoroughly investigate my references, work experience, education, or other matters related to my suitability for employment such as, but not limited to, criminal records, legal right to work in the United States, driving (Department of Motor Vehicles) records, and drug-and-alcohol testing, as required by law. I hereby release NSA and its agents from any and all claims, liabilities, or demands arising out of or in any way related to such investigation or disclosure. Additionally, if offered employment, I agree to submit my fingerprints for a criminal history records check conducted by the Virginia Central Criminal Records Exchange and the Federal Bureau of Investigation as required by Section 22.1-296.3 of the Code of Virginia.

I understand that compliance with the NSA drug free workplace policy is a condition of my continued employment.

I understand that neither this document nor any offer of employment from NSA constitutes an employment contract unless a specific document to that effect is executed by the Head of School and applicant in writing.

I understand that, if I am hired, I will conform to the rules, policies and procedures of NSA, which NSA may change from time to time.

I certify that all statements in this application and any other pre-employment statements are complete and true to the best of my knowledge. I understand that the discovery of any misrepresentation or omission of the facts in this application may result in disqualification of my application for employment and/or be cause for my immediate dismissal, at any time.

No application will be considered unless signed and dated. Your typed name is your official e-signature.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Nansemond-Suffolk Academy is an Equal Opportunity Employer. It has been and will continue to be the policy of Nansemond-Suffolk Academy to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment decisions, without regard to race, religion, color, national origin, age, sex, sexual orientation, gender identity, veteran-status, disability or other categories protected by federal, state and local law.