

EMPLOYMENT HISTORY (ALL INFORMATION MUST BE COMPLETE EVEN IF RESUME IS INCLUDED.)
 PLEASE BEGIN WITH YOUR PRESENT AND MOST RECENT EMPLOYER. ACCOUNT FOR ANY PERIODS OF UNEMPLOYMENT. ATTACH ADDITIONAL SHEETS IF NECESSARY

COMPANY	JOB TITLE		
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER () - FAX NUMBER () -	DATES EMPLOYED FROM:		To:
DESCRIPTION OF DUTIES:			
SUPERVISOR'S NAME (FIRST) (LAST)		DEPARTMENT	
DID YOU HAVE A DIFFERENT NAME WHILE WORKING HERE: IF SO, PLEASE LIST:		REASON FOR LEAVING	

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COMPLETE THIS SECTION IF APPLYING FOR TEACHING POSITION

STUDENT TEACHING (IF COMPLETED) WITHIN THE PAST THREE YEARS): SOCIAL WORKERS AND COUNSELORS LIST PRACTICUM, FIELD EXPERIENCE, AND INTERNSHIP(S).

SCHOOL CORPORATION AND LOCATION	DATES:		SUBJECT OR GRADE	SUPERVISING TEACHER'S NAME AND PHONE NUMBER W/ AREA CODE
	FROM	TO		

PROVIDENCE CLASSICAL SCHOOL

EDUCATION

DEGREES / DIPLOMAS HELD	TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	DATES: FROM- TO	MAJOR FIELD	SEMESTER HOURS	GPA (MAJOR)	MINOR FIELD	SEMESTER HOURS	GPA (MINOR)
	COLLEGE* OR UNIVERSITY								
	COLLEGE* OR UNIVERSITY								
	COLLEGE* OR UNIVERSITY								

*INCLUDES BUSINESS, TRADE OR CORRESPONDENCE SCHOOLS.

LICENSE RECORD

LIST SUBJECTS/GRADES YOU ARE QUALIFIED TO TEACH IN ORDER OF PREFERENCE. IF YOU NEED ADDITIONAL SPACE PLEASE ATTACH AN ADDITIONAL PAGE.

LICENSE/REGISTRATION/CERTIFICATION TYPE	STATE	DATE EXPIRES	SERIAL NUMBER	GRADE LEVEL/SUBJECT

SKILL INFORMATION

FOR JOBS REQUIRING OFFICE MACHINE SKILLS
DO YOU TYPE: YES NO SPEED _____ WPM

FOR JOBS REQUIRING DRIVING

DO YOU HAVE A VALID CURRENT DRIVERS LICENSE? YES NO
STATE _____ OPERATOR'S NUMBER _____
CDL NUMBER _____

HOW WOULD YOU CHARACTERIZE YOUR COMPUTER SKILLS (CHECK ONE)?

EXPERT INTERMEDIATE NOVICE NONE

PLEASE INDICATE THE SKILLS OR DUTIES WHICH APPLY TO YOUR WORK EXPERIENCE/BACKGROUND:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> MAIL MERGE/MASS MAILING | <input type="checkbox"/> ACCOUNTING | <input type="checkbox"/> DECISION MAKING | <input type="checkbox"/> MS-EXCEL |
| <input type="checkbox"/> INTERIOR DESIGN | <input type="checkbox"/> ACCOUNTS RECEIVABLE | <input type="checkbox"/> ANALYTICAL ABILITY | <input type="checkbox"/> MS-WINDOWS |
| <input type="checkbox"/> PUBLIC SPEAKING | <input type="checkbox"/> ACCOUNTS PAYABLE | <input type="checkbox"/> DETAIL MINDED | <input type="checkbox"/> MS-ACCESS |
| <input type="checkbox"/> DATA ENTRY | <input type="checkbox"/> PAYROLL | <input type="checkbox"/> CALCULATOR | <input type="checkbox"/> MS-POWER POINT |
| <input type="checkbox"/> PHONE SKILLS | <input type="checkbox"/> RECORD KEEPING | <input type="checkbox"/> SALES | <input type="checkbox"/> MS-WORD |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PROJECT MANAGEMENT | <input type="checkbox"/> FOREIGN LANGUAGES | <input type="checkbox"/> MS-PUBLISHER |
| <input type="checkbox"/> SECRETARIAL | <input type="checkbox"/> LEADERSHIP | _____ | <input type="checkbox"/> QUICKEN QUICKBOOKS |
| <input type="checkbox"/> HIGH MATH APTITUDE | <input type="checkbox"/> ORAL COMMUNICATION | _____ | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> CUSTOMER SERVICE | <input type="checkbox"/> WRITTEN COMMUNICATION | _____ | _____ |
| <input type="checkbox"/> BOOKKEEPING | <input type="checkbox"/> PROBLEM SOLVING | <input type="checkbox"/> MUSICAL INSTRUMENT | _____ |

PLEASE CHECK ANY OF THE FOLLOWING SPECIAL AREAS IN WHICH YOU HAVE EXPERIENCE AND ARE WILLING TO TEACH AT PROVIDENCE CLASSICAL SCHOOL

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> PHYSICAL EDUCATION | <input type="checkbox"/> MUSIC | <input type="checkbox"/> JOURNALISM | <input type="checkbox"/> COMPUTER PROGRAMMING |
| <input type="checkbox"/> SPORT COACHING: _____ | <input type="checkbox"/> ENSEMBLE | <input type="checkbox"/> RHETORIC, DEBATE | <input type="checkbox"/> MATH |
| <input type="checkbox"/> ART | <input type="checkbox"/> DRAMA, DRAMATIC READING | <input type="checkbox"/> LOGIC | <input type="checkbox"/> SCIENCE, NATURE STUDIES |

BRIEFLY DESCRIBE THE EXPERIENCE YOU HAVE IN ANY OF THE ABOVE SPECIAL AREAS.

SECOND CAREER TEACHING APPLICANTS

IF YOU DO NOT HAVE A DEGREE IN TEACHING PLEASE DESCRIBE IN DETAIL ON A SEPARATE SHEET OF PAPER WHAT EXPERIENCES OR ADDITIONAL CREDIT HOURS, POST HIGH SCHOOL, THAT YOU HAVE ACQUIRED THAT ATTRIBUTE TO YOUR QUALIFICATIONS TO TEACH STUDENTS. PLEASE LIST THE NAMES OF THE INSTITUTIONS YOU WERE WITH AND THE DATES RELATED TO YOUR EXPERIENCES. INCLUDE ANY TRAVEL THAT MAY HAVE CONTRIBUTED TO YOUR EDUCATIONAL ADVANTAGE.