

# AUGUSTA PREPARATORY DAY SCHOOL

285 Flowing Wells Road Martinez, GA 30907

(706) 863-1906 Fax (706) 863-6198

[www.augustaprep.org](http://www.augustaprep.org)



AUGUSTA PREPARATORY  
DAY SCHOOL

## APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)

*Please type or use black ink.*

Name (Last, First, M.I.) \_\_\_\_\_ (Date) \_\_\_\_\_

Address \_\_\_\_\_ SSN \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ Work phone ( ) \_\_\_\_\_

Position sought (check):  Administrator  Teacher Assistant  Staff  Teacher  Substitute Teacher

Please specify the nature of the position you prefer. For teachers, list in order of priority the grade level(s) and subject matter(s) : \_\_\_\_\_

Would you work full-time  part time ? Salary / rate of pay expected \_\_\_\_\_  
(optional)

Are you authorized to legally work in the United States?  Yes  No

Have you ever been convicted of a felony (or other crime involving moral turpitude)?  Yes  No

If yes, please explain: \_\_\_\_\_

Referred to Augusta Preparatory Day School by \_\_\_\_\_

\* \* \*

*(A copy of your transcript may be requested later)*

	School	Location	Major / program	Degree / Year
High School				
College				

College distinctions: \_\_\_\_\_

For teachers: 1) List extracurricular activities or coaching assignments you would be willing to accept:

\_\_\_\_\_

2) List experiences related to teaching you have had: \_\_\_\_\_

\_\_\_\_\_

3) Why does teaching at Augusta Preparatory Day School appeal to you: \_\_\_\_\_

\_\_\_\_\_

For administrators (optional for teachers): Please attach a statement of your educational philosophy to this application.

Please list last employer first.

Name and Address	Position You Held or Nature of Work	Dates From-To	Earnings	Reason for Leaving

\* \* \*

Give no fewer than three references capable of judging your ability to perform the kind of work for which you have applied.

Name of Reference	School / Company	Position	Present Address	Telephone
1.				
2.				
3.				
4.				

May we contact your present employer? \_\_\_ Yes \_\_\_ No

If yes, Name \_\_\_\_\_  
Telephone: \_\_\_\_\_

May we contact your references prior to speaking with you? \_\_\_ Yes \_\_\_ No

You may attach other information to this application if relevant.

\* \* \*

I certify that the above information is correct to the best of my knowledge, and I understand that misrepresentation of information is grounds for denial of employment or dismissal. This application becomes part of the permanent file for hired candidates.

I give my permission to Augusta Preparatory Day School to verify information pertaining to this application, except where I request in writing that no inquiry be made.

I further release the school from any liability from the disclosure of the information enclosed herein.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

In its admissions, financial aid, personnel policies, and general practices, Augusta Preparatory School acts without regard to race, color, sex, religion, or ethnic origin physical handicap, or age.

Please return this application to :  
**Human Resource Office**  
**Augusta Preparatory Day School**  
**285 Flowing Wells Road**  
**Martinez, Georgia 30907**  
 (706) 863-1906 Fax (706) 863-6198  
 www.augustaprep.org

*Applications are kept on file for two years. Thank you for your interest in Augusta Preparatory Day School.*

# AUGUSTA PREPARATORY DAY SCHOOL

285 Flowing Wells Road \* Martinez, Georgia 30907

(706) 863-1906 Fax (706) 863-6198

[www.augustaprep.org](http://www.augustaprep.org)



AUGUSTA PREPARATORY  
DAY SCHOOL

## APPLICATION PROCEDURE FOR EMPLOYMENT

### *Generic Information*

Augusta Preparatory Day School welcomes applications from local, regional, national, and international candidates. As an independent college preparatory school committed to challenging and supporting each individual student, Augusta Preparatory Day School seeks people with talent, dedication, intelligence, and professionalism. Furthermore, the School seeks diversity among its faculty and administration, just as it does among its student body.

\*

### *Initial Inquiry and Application*

Written inquiries are welcome throughout the year. However, the most effective time to inquire is between January 15 and May 15 for the following school year. It is during these times that openings become known and when the School is most active in its recruitment and hiring.

Inquiries should be addressed to Head of School, Augusta Preparatory Day School, 285 Flowing Wells Road, Martinez, Georgia 30907. A letter, preferably with a resume, is sufficient as an initial inquiry.

An Application for Employment can be obtained by writing or calling the School, and it is required for employment, as are official college transcripts. All information on the Application may be subject to verification. Letters of recommendation, transcripts, and other formal documentation are accepted but not necessary at this early stage. These will be requested by the School as needed.

If you are interested in being on a substitute teacher list, please note that on the Application or in a cover letter.

\*

### *School Review Inquiries and Applications*

Augusta Preparatory Day School receives a relatively large number of solicited and unsolicited inquiries, and attempts to respond by mail or telephone within two or three weeks. Since some positions require more extensive review, this time may be extended. If a prolonged period of time goes by without communication from the School, do not hesitate to write or call the Headmaster for information about the status of your application.

You will receive notice in one of a number of categories: no openings in your area; credentials do not fit the exact needs of position; application will be held for further review; position has been filled; or request for interview.

Applications received will be considered for a two year period: the school year for which they are received and the year following.

\*

*The Interview Process*

The school attempts to interview those individuals seen as being most qualified for the precise needs of a given position. Numerous factors enter into a decision about granting interviews, including candidate qualifications, school needs, and time available.

Local candidates may be asked to return after a preliminary interview to speak with other members of the administration and / or faculty. Candidates from out of town typically spend a day at the School interviewing. Augusta Preparatory Day School attempts to have final candidates for a position meet with members of the School community most directly involved with the position.

\*

*After the interview*

The School tries to keep candidates aware of their status after the interview. However, the time may vary from a prompt response after the interview to a prolonged period, due to the complexity of the decision or to the interview process itself. If a reasonable period of time has passed and you have not received word, contact the Head of School.

Augusta Preparatory Day School contacts references on applicants considered final candidates and may communicate with other sources to verify relevant information. You are encouraged to notify any references the School might contact. Augusta Preparatory Day School prefers to speak to supervisors only after you have done so.

It is the School's policy to keep applications confidential. However, any application process is apt to make a person's candidacy more public. You may wish to discuss with the Head of School the best timing for the School to make contact with your references.

Augusta Preparatory Day School is often fortunate in having more than one well-qualified candidate for a given position, making a decision difficult. Factors that may influence a decision include qualifications, experience, recommendations, college transcripts, and the evaluations of those involved in the interviewing process. Often one position entails several responsibilities which the candidate must fulfill.

The Head of School makes all final decisions about employment and salary offers at the School. The successful candidate receives a written contract.

\*

*Salary and Benefits*

Augusta Preparatory Day School's salary and benefits are nationally competitive. A salary for a given position is set within the School's salary range, rather than by a fixed schedule.

The benefits package includes group medical insurance, life insurance, and a pension / savings program through TIAA / CREF. Funds are available for professional development.

\*

*Policy of  
Non-discrimination*

Augusta Preparatory Day School is an equal opportunity employer, and does not discriminate in its hiring of employees on the basis of race, color, sex, religion, national or ethnic origin, or physical handicap.

\*

*Thank you for your interest in Augusta Preparatory Day School.*