

Application for Employment

Support Staff & Substitute Teachers

Greenville Technical Charter High School
738 S. Pleasantburg Dr., MS 1201
Greenville, SC 29607

Last Name _____ First _____ Middle _____

Address _____ City _____ State _____ Zip _____

Telephone: _____ Social Security Number: _____

Date available: _____ Email: _____

Position(s) for which you are applying: (Please circle)

Clerk Secretary Teacher Assistant Substitute Other _____

Have you ever been employed by Greenville Technical Charter High School? _____

If yes, under what name? _____

Have you ever been convicted, pled guilty, entered a plea of no contest, or paid a fine for any criminal offense, other than a minor traffic violation such as speeding or driving too fast for conditions; or have you ever been arrested or ticketed for a criminal offense where the criminal charge is still pending? You must answer yes to this question for every conviction, plea or fine paid, no matter how long ago it occurred, unless the record of the criminal charge has been sealed or expunged by written court order. You must also answer yes to this question if you were ever arrested or ticketed and the charge was never formally dismissed, no matter how long ago the incident occurred. If you check yes, you must give the information requested for each criminal charge. Failure to answer this question accurately and/or failure to provide all of the requested information could result in denial of certification.

If yes, please provide information for each charge: _____

Have you ever been involuntarily terminated or resigned from any employment in lieu of being terminated?

Yes _____ No _____

Birth Date: _____

US Citizen _____

Race (Optional) _____

Gender (Optional) _____

Education

Name of School	State	Dates Attended	Date of Graduation	Degree

List any licenses, certificates or special training that supports your eligibility for this position.

Experience (Please list last 3 employers beginning with the most recent)

Name and Location of Employer	Type of Work Performed	Dates	Years in Position

Military Experience

Branch of Service	Occupational Specialist	Starting Date	Ending Date	Type of Discharge

References

Name	Complete Mailing Address	Position	Tel. No.

I hereby waive and relinquish all rights to review the contents of reference letters and/or forms from former employers and/or references named in my application for employment with Greenville Technical Charter High School provided such documents are solely for the purpose of evaluation of my application for employment.

Signature _____

Date _____

“You are not obligated to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. However, if you want the school to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space below and suggest the kind of accommodation that you believe would be appropriate.”

Greenville Technical Charter High School does not discriminate in admissions or access to its education programs, nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any other unlawful criteria such as age, race, color, sex, marital status, disability, religion, alienage, immigrant status, English-speaking status or national origin, in its dealings with employees, students or the general public.

I verify that the information on this application is both complete and correct, and I understand that providing false information can be grounds for termination if I am hired. I also give my permission for Greenville Technical Charter High School to perform a background check to be used solely for the purpose of evaluating my application for employment.

Signature _____

Date: _____