



## Application for Employment

# STOP

**BEFORE YOU BEGIN FILLING OUT THIS APPLICATION PLEASE READ THE FOLLOWING CAREFULLY.**

\*This document must be signed and turned in with your application before employment.\*

### **Shepherd's Hill Academy Statement of Conduct:**

Shepherd's Hill Academy is committed to creating and maintaining the safest possible environment for all residents in our care. It is our duty to safeguard, to the best of our ability, the welfare of the residents in our care and to prevent the physical, sexual, or emotional abuse of the residents during their enrollment.

### **Reasons NOT to apply to Shepherd's Hill Academy:**

- If you have been convicted of any crime of violence or sexual misconduct as defined by the State of Georgia outlined in O.C.G.A Sections 16-4-1, 16-5-23, 16-6-1, 16-21-1 and in Rule .04(2)(a)(1)- (6).
- If you feel you have the potential to break the above Shepherd's Hill Academy Statement of Conduct
- I have been dismissed from a paid or volunteer position due to inappropriate behavior or because of a conviction of a crime of violence sexual misconduct defined by the State of Georgia outlined in O.C.G.A Sections 16-4-1, 16-5-23, 16-6-1, 16-21-1 and in Rule .04(2)(a)(1)- (6).

### **Application Verification:**

I understand that I will be subject to local, state, and nationwide background checks.

I certify that the statements provided in this application will be true and correct and that I have not withheld any information that would affect this application unfavorably. I also understand that Shepherd's Hill Academy will deny employment to anyone convicted of a crime of violence or sexual misconduct.

**NOTE: No matter the severity, a sexual crime/conviction can lead to imprisonment!**

Signature of Applicant: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Shepherd's Hill Academy

## Application for Employment

### PERSONAL INFORMATION

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*If you are a college student list your permanent address and your college address\*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please circle which address you would like your end of year tax information sent?

Permanent Address      OR      School Address

How long have you lived at the current *permanent* address? \_\_\_\_\_

If fewer than five years, please list previous residence(s)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Do you have a valid driver's license Yes or NO

If NO, state reason why: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

In case of an emergency, please provide at least two Emergency Contacts:

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact's Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact's Number: \_\_\_\_\_

Position you wish to apply for: \_\_\_\_\_

**\*If applying for a teaching position, you must attach a copy of your Georgia State Teachers Certification\***

**EMPLOYMENT HISTORY**

Provide your employment history for the past *ten* years; attach additional sheets if necessary.

Current Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name(s): \_\_\_\_\_

Reason for Seeking New Employment: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name(s): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name(s): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name(s): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor's Name(s): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**HISTORY WORKING WITH YOUTH**

Provide previous history of working with youth either a volunteer and/or paid positions, for the past five years; attach additional sheets if necessary.

Organization or Church: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of youth work: \_\_\_\_\_

Director or Pastor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Organization or Church: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of youth work: \_\_\_\_\_

Director or Pastor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Organization or Church: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of youth work: \_\_\_\_\_

Director or Pastor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Organization or Church: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of youth work: \_\_\_\_\_

Director or Pastor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Organization or Church: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates of youth work: \_\_\_\_\_

Director or Pastor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**EMPLOYMENT QUALIFICATIONS****Education History:**

Name of high school you attended: \_\_\_\_\_

State: \_\_\_\_\_ High School graduation date: \_\_\_\_\_

**\*Must provide proof of high school diploma or transcripts from an accredited institution of higher learning in accordance with the law required by the State of Georgia Rule 290-2-7-.04(19)\***

College Education (list all colleges attended/currently attending):

College Name: \_\_\_\_\_

State: \_\_\_\_\_ Years you attended: \_\_\_\_\_

Year of Graduation or year of intended graduation: \_\_\_\_\_

List your major(s): \_\_\_\_\_

List your minor(s): \_\_\_\_\_

College Name: \_\_\_\_\_

State: \_\_\_\_\_ Years you attended: \_\_\_\_\_

Year of Graduation or year of intended graduation: \_\_\_\_\_

List your major(s): \_\_\_\_\_

List your minor(s): \_\_\_\_\_

College Name: \_\_\_\_\_

State: \_\_\_\_\_ Years you attended: \_\_\_\_\_

Year of Graduation or year of intended graduation: \_\_\_\_\_

List your major(s): \_\_\_\_\_

List your minor(s): \_\_\_\_\_

**Qualifications and Training:**

What relevant qualifications or training do you have for this position? Please describe in full.

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**REFERENCES** (must have one Pastor reference and at least three personal references)

**Pastor's Reference:**

Name: \_\_\_\_\_

Church Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Personal References:**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years known: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years known: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Years known: \_\_\_\_\_

**CRIMINAL HISTORY**

**Circle all that apply:**

1) Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?  
**YES or NO**

2) Have you ever been shown by credible evidence (such as a decision of a court or jury, or a department of investigation or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.

**YES or NO**

If yes, please explain. Also indicate date(s) of incident(s) and the country and state in which each occurred (attach a separate sheet, if needed). Understand that this information must coincide with any information we discover through our own criminal history check to be eligible for employment at Shepherd's Hill Academy.

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