



Briarwood Academy
 4859 Thomson Highway
 Warrenton, Georgia 30828
 Phone: 706-595-5641
 Fax: 706-595-0097
 Email: info@briarwoodacademy.com



Employment Application (Administration Position)

Applicant Information

Full Name: _____ Date: _____
Last First Middle/Maiden

Address: _____
Street Address

City State ZIP Code

Phone: _____ Email _____
Home (if applicable) Cell

Date of Birth: _____ Age: _____ Male: Female:

Heath: Good Average Poor Explain: _____

Marital Status: Married Single Separated Divorced Spouse's Name: _____

Emergency Contact: _____
Name Phone Number

Are you a citizen of the United States? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Certification

Uncertified, but making application

Certified Type: _____ Expiration: _____

Approved Field: _____

Previous Employment (Education Experience)

Present Position:

School: _____ Phone: _____

Address: _____ Administrator: _____

Position: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Duties outside of teaching: _____

From: _____ To: _____ Reason for Leaving: _____

When Would Your Services Be Available? _____

School: _____ Phone: _____

Address: _____ Administrator: _____

Position: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Duties outside of teaching: _____

From: _____ To: _____ Reason for Leaving: _____

School: _____ Phone: _____

Address: _____ Administrator: _____

Position: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Duties outside of teaching: _____

From: _____ To: _____ Reason for Leaving: _____

Previous Employment (Other Work Experience)

Company: _____ Phone: _____

Address: _____ Manager: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Job Description: _____

From: _____ To: _____ Reason for Leaving: _____

Previous Employment (Other Work Experience) Continued

Company: _____ Phone: _____
Address: _____ Manager: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Job Description: _____
From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____
Address: _____ Manager: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Job Description: _____
From: _____ To: _____ Reason for Leaving: _____

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Highest Rank: _____
Type of Discharge: _____ If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Job Position: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Job Position: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Job Position: _____
Company: _____ Phone: _____
Address: _____

Signature: _____ Date: _____

By signing this application, I hereby grant Briarwood Academy or its representative permission to verify information provided on this application, including contacting any or all references given. Briarwood Academy does not discriminate on the basis of color, race, national or ethnic origin in administration of its educational policies or other school administered programs.