

APPLICATION FOR EMPLOYMENT



North Naples Church
The Village School
6000 Goodlette Road
Naples, FL 34109
(239) 593-7686



An Equal Opportunity Employer

(PLEASE PRINT CLEARLY AND COMPLETE THE ENTIRE APPLICATION)

Once application is completed you may hand deliver, mail or email it to:

North Naples Church - careers@numc.org

The Village School - careers@vsnaples.org

First Name:

Middle Name:

Last Name:

Previous / Other Names Used:

Home Address:

City:

State:

Zip Code:

Home Phone:

Cell Phone:

Preferred Schedule:

Email Address:

Do you possess a valid driver's license:

Yes No

Are you eligible to work in the United States? Yes No

(Employees are required to provide proof of identity & employment authorization)

Have you ever been convicted of a felony or a first degree misdemeanor?

Yes No If yes, please give date(s), circumstances and outcome:

NOTE: Affirmative answers to the above questions do not automatically disqualify the applicant from consideration. This is reviewed on a case by case basis. Provide all the facts in answering the question(s). An intentional omission or falsification of answers either verbally or in writing may result in non-consideration or termination of employment.

Is a member of your family or household currently employed by North Naples Church or The Village School?

Yes No If yes, please provide name, position, and department(s) worked:

POSITION INFORMATION

List the position title(s) in which you are applying for:

Times available to work:

Minimum Salary Requirement: \$

Date available to work:

If applying for a teaching position, do you have a Florida Teaching Certificate? Yes No NA

If yes, Certificate Number _____ Expiration Date _____

EDUCATION

Please select Highest Grade level Completed ▶

Grade School: 1 2 3 4 5 6 7 8
 High School: 1 2 3 4
 College: 1 2 3 4
 Graduate: 1 2 3 4

High School	Name	Location	Diploma: Yes <input type="checkbox"/> No <input type="checkbox"/> GED Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>	
College	Name	Location	Major / Minor	Degree
Graduate School	Name	Location	Major / Minor	Degree
Vocational School	Name	Location	Field(s) of Study	Degree
Other Training	Name	Location	Field(s) of Study	Degree

SPECIAL SKILLS AND OTHER QUALIFICATIONS

▶ Computer Software (specify) _____

▶ Other (specify) _____

List any certifications or licenses, memberships in professional organizations or societies. List scholarships, fellowships, honors, etc. (You may omit any organizations or activities that would divulge race, age, ethnic origin or religious affiliation):

Do you know a Foreign Language(s)? (Other than English, including Sign Language) Yes No

If yes, specify below ▼ Language(s)	Read			Write			Speak		
	Excel.	Good	Fair	Excel.	Good	Fair	Excel.	Good	Fair
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRESENT & PRIOR EMPLOYMENT (Last 10 years)

List below all present and past employment within the last 10 years, beginning with your most recent. **IT IS VERY IMPORTANT THAT ALL SPACES FOR EACH POSITION HELD ARE COMPLETED.** A resume may be used to supplement, but will **NOT** substitute for the employment information required below. Please provide the requested salary information.

I. Current	Name and Address of Company	Job Title:	Beginning Salary:
			Ending Salary:
		Describe work performed:	
	Telephone:		
	Reason for leaving:		
	Dates employed:		
	Name of Supervisor:		
II. Previous	Name and Address of Company	Job Title:	Beginning Salary:
			Ending Salary:
		Describe work performed:	
	Telephone:		
	Reason for leaving:		
	Dates employed:		
	Name of Supervisor:		
III. Previous	Name and Address of Company	Job Title:	Beginning Salary:
			Ending Salary:
		Describe work performed:	
	Telephone:		
	Reason for leaving:		
	Dates employed:		
	Name of Supervisor:		
IV. Previous	Name and Address of Company	Job Title:	Beginning Salary:
			Ending Salary:
		Describe work performed:	
	Telephone:		
	Reason for leaving:		
	Dates employed:		
	Name of Supervisor:		

May we contact your present employer if under serious consideration? Yes No

Do you wish to be contacted beforehand? Yes No

IMPORTANT - Please explain below any gaps of six months or more during your education and/or employment.

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OTHER INFORMATION

How did you learn about this employment opportunity with North Naples Church/The Village School?

- Employee Referral
- Walk-in
- Indeed.com
- Other, please specify

Occasionally, the form of an application makes it difficult for an individual to adequately summarize his/her complete background. Use the space below to summarize any additional information that would be helpful to us in considering your application.

PROFESSIONAL REFERENCES

Name:	Phone Number:
Email:	Relationship:
Name:	Phone Number:
Email:	Relationship:
Name:	Phone Number:
Email:	Relationship:

IMPORTANT NOTICES

By checking this box, I certify that I have read and understand all the information contained in this application and any attachments hereto. I authorize the release of information concerning my qualifications, character, or prior education and employment records to North Naples Church or The Village School through inquiries to appropriate sources. I further certify, under penalty of perjury, that all statements made in this application and/or attachments are true and complete to the best of my knowledge and belief and that there are no misrepresentations, falsifications, or omissions of material fact. In addition, I understand misstatements or missing information is cause for rejection of my application, removal of my name from eligibility list, or if hired, dismissal from employment.

SIGNATURE OF APPLICANT

Signature of Applicant	Date
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