

Faculty & Staff Application



First Step Academy Schools

Name: _____

Age: _____

Position Required: _____

Salary Required: _____

Personal Details

Street Address: _____ N.I.B No: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

P.O. Box: _____ Email Address: _____

Date of Birth: _____ Weight: _____ Height: _____

Nationality: _____ No. of Dependents/Ages: _____

Marital Status: Single Married Divorce Separated Widow/er

Were you ever convicted by a criminal court? Yes No If yes, please explain: _____

Do you have any physical or health limitations that may prevent you from performing your duties promptly and consistently?

Yes No If yes, please explain: _____

Emergency Contact Name: _____

Relationship: _____ Occupation/Place of Employment: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

References - List two (2) persons of appropriate standing with direct knowledge of your professional work.

Name: _____

Relationship: _____ Occupation/Place of Employment: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Name: _____

Relationship: _____ Occupation/Place of Employment: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Education & Training

Name and Location	Start Date / End Date	Certificate/Diploma/Degree
High School _____	_____	_____
1) College _____	_____	_____
2) College _____	_____	_____
A) Other Training _____	_____	_____
B) Other Training _____	_____	_____
C) Other Training _____	_____	_____

Please give details of your experiences, skills, abilities and any other information you think would be useful to the position.

Are you planning to further your studies? Yes No If yes when? _____

Explain _____

Employment History

Have you ever applied for employment here? Yes No If yes, when? _____

Do you have any family members or friends employed at First Step Yes No If yes, who? _____

Are you presently employed? Yes No May we contact your present employer? Yes No

If no, explain why _____

Are you available for full-time work? Yes No Part-time work? Yes No

Starting with your present or most recent employment, please provide information about the last two jobs you held.

A. School/Company Name: _____

Address: _____ Telephone _____

Position Held: _____ Name of Supervisor _____

Date Started

Date Ended

Starting Salary

Ending Salary

Responsibilities: _____

Reason for leaving: _____

Employment History Contd.

B. School/Company Name: _____

Address: _____ Telephone _____

Position Held: _____ Name of Supervisor _____

Date Started

Date Ended

Starting Salary

Ending Salary

Responsibilities: _____

Reason for leaving: _____

Give your reason (s) for applying to First Step Academy for employment:

Please Return the Following with the Completed Application:

- Related Certificates / Diplomas / Degrees
 - Two (2) Reference Letters
- Recent Food handlers Certificate (Preschool applicants & Kitchen workers)
 - Current Medical Certificate
 - Current Police Record
 - One Passport – Sized Photo

I certify that the answers herein are correct and complete. I authorize investigation of all statements contained in this application for employment as may be necessary. In the event of employment, I understand that false and/or misleading information or omission of information given in my application or interview may result in discharge.

I understand, also, that if employed, I am required to abide by all rules and regulations of First Step Academy.

Applicant's Signature: _____ Date: _____

Official Use only

Date Started _____ Starting Salary _____