



LAUSANNE
COLLEGIATE SCHOOL

APPLICATION FOR EMPLOYMENT

Lausanne Collegiate School is an equal opportunity employer.

Please mail this application, current resume, brief statement of your philosophy toward education, references, and official transcripts to:

LAUSANNE COLLEGIATE SCHOOL
1381 West Massey Road
Memphis, TN 38120
Telephone: (901) 474-1000 Fax: (901) 474-1058
www.lausanneschool.com

Date of Application _____ Social Security Number _____

Applicant's Full Name _____

Present Mailing Address _____ City _____ State _____ ZIP _____

Permanent Mailing Address _____ City _____ State _____ ZIP _____

Telephone Numbers – Present (_____) _____ Permanent (_____) _____

E-mail Address _____

Are you a U.S. citizen? Yes No If not, are you eligible to work in the U.S.? Yes No

FOR A POSITION AS

- | | |
|---|---|
| <input type="checkbox"/> Preschool Teacher – (3K and 4K) | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Kindergarten Teacher – (5K) | <input type="checkbox"/> Admissions |
| <input type="checkbox"/> Lower School Teacher – (Grades 1-4) | <input type="checkbox"/> Development/Public Relations |
| <input type="checkbox"/> Middle School Teacher – (Grades 5-8) | <input type="checkbox"/> Alumni |
| Subjects _____ | <input type="checkbox"/> School Office _____ |
| <input type="checkbox"/> Upper School Teacher – (Grades 9-12) | <input type="checkbox"/> Guidance Counselor |
| Subjects _____ | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Substitute Teacher – Grades _____ | <input type="checkbox"/> Athletics (Coaching) |
| Subjects _____ | Sports _____ |
| <input type="checkbox"/> Teacher's Aide – Grades _____ | <input type="checkbox"/> Other _____ |

EDUCATION AND CERTIFICATION

List schools, colleges or universities attended. Include any coursework presently in progress.

High School/College/University and Location(s)	Dates Attended	Major(s)	Minor(s)	Degree or Diploma

Type of teaching certificate and number: _____ Expiration Date: _____

Area(s) of endorsement: _____ State issued: _____

Professional education organization membership(s): _____

If you are a certified teacher, please submit a photocopy of your certificate.

PROFESSIONAL EXPERIENCE

Start with your present or most recent full or part time employment. Please note military experience as well.

Business/School Name and Location	Date(s) Employed	Position (grade and subject if instructor)	Supervisor's Name

May we contact your present employer? Yes No Contact person and phone # (_____) _____

If you are applying for an instructor position, please fill out the following information:

Student teaching: School _____ Grade levels/subject _____
Supervising teacher _____ Phone number (_____) _____
Student teaching: School _____ Grade levels/subject _____
Supervising teacher _____ Phone number (_____) _____

OTHER RELEVANT INFORMATION

Please list any foreign language you can read and/or speak.

Please list any sports, clubs, or student activities you are qualified to direct or coach.

Please list any academic, extra-curricular, or civic honors you have won.

Technology (please check whatever applies): Apple PC Laptop Networking Internet

Please list any software applications you are proficient in.

Have you ever been convicted of a crime (excluding traffic violations)? If yes, please explain:

I have read the information contained in this application carefully and I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission or falsely answered statement made by me on this application or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed.

Signature _____ Date _____