



# PATRICK HENRY ACADEMY

8766 Savannah Hwy. – Estill, SC 29918  
 Telephone (803) 625-2440 – Fax (803) 625-3110

## EMPLOYMENT APPLICATION (Non-Teaching Position)

Personal Data				
(Last, First, Middle)		Position Applying For		
Address	Street	City	State Zip	
Home Phone #:		Cell Phone#:	Driver's License #:	
Email:		Social Security #:	Date of Birth:	
Employment Record (past 5 years)				
Last or Present Employer		Type of Business	Job Title	
Street Address		Brief description of job duties		
City	State			Zip
Supervisor's Name				Phone Number
Dates Worked From	To	Salary/Hourly Wage	Reason for Leaving	
Employer		Type of Business	Job Title	
Street Address		Brief description of job duties		
City	State			Zip
Supervisor's Name				Phone Number
Dates Worked From	To	Salary/Hourly Wage	Reason for Leaving	
Employer		Type of Business	Job Title	
Street Address		Brief description of job duties		
City	State			Zip
Supervisor's Name				Phone Number
Dates Worked From	To	Salary/Hourly Wage	Reason for Leaving	
Education Information				
High School	Location (City, State)	Dates Attended From To	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College	Location (City, State)	Dates Attended From To	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Degree and Major		Other Education/Training		

## Outside Activities

Professional memberships, certificates, or licenses held

Hobbies, Interests, Special Skills

Languages (other than English)

## Military Record

Branch of Service

From

To

Present military affiliation:  None  Reserve (active)  Reserve (inactive)

## Professional/Work References (List two past supervisors and one person who are not related to you and have knowledge of your qualifications for the position which you are applying)

Name	Title/Relationship	Address (Street, City, State, Zip)	Phone

May we contact your present employer? \_\_\_ Yes \_\_\_ No

What date can you start work? \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for PHA? \_\_\_ Yes \_\_\_ No

If yes, state name and relationship \_\_\_\_\_

Have you ever been convicted, pled guilty, entered a plea of no contest, or paid a fine for any criminal offense, other than a minor traffic violation such as speeding or driving too fast for conditions; or have you ever been arrested or ticketed for a criminal offense where the criminal charge is still pending? You must answer yes to this question for every conviction, plea or fine paid, no matter how long ago it occurred, unless the record of criminal charge has been sealed or expunged by written court order. You must also answer yes to this question if you were ever arrested or ticketed and the charge was never formally dismissed, no matter how long ago the incident occurred. If you check yes, you must give the information requested for each criminal charge. Failure to answer the question accurately and/or failure to provide all of the requested information could result in denial of certification.

\_\_\_ Yes \_\_\_ No If yes, please provide information for each charge below.

City/State where arrested	Charge/Disposition	Date of Arrest (mm/dd/yyyy)

I understand Patrick Henry Academy will conduct a background investigation for past criminal convictions. An offer of employment is subject to receipt of an acceptable criminal history report containing no item that would prohibit such an offer.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the school's service, if employed. I understand that my employment may be contingent upon verification of any pertinent information bearing upon my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date