



**Riverfield Country Day School**

2433 W. 61st Street  
Tulsa, Oklahoma 74132

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Fax: 918-446-1914  
[www.riverfield.org](http://www.riverfield.org)

Office Use Only

# EMPLOYMENT APPLICATION

Name of Applicant		Date of Application	
Address		City	State Zip
Main Phone No.	Alternate Phone No.	Email Address	

Type of Employment Desired  
 Full Time (8 hrs)     Part Time (6 1/2 hrs)     Substitute days/hrs. preferred \_\_\_\_\_

Social Security Number \_\_\_\_\_    How long have you lived in Tulsa? \_\_\_\_\_

Position or Type of Work for Which Application Is Made	Salary Expected
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**Referred to Riverfield by:**

Name (if employee)	Name (if personnel agency)
Name of Publication (if advertising)	Other (specify)

Name of College, University	Dates Attended		Major Field of Study	Degree Conferred		Number of Credit Hrs.
	From	To		Title	Date	

Highest grade completed in school \_\_\_\_\_ Did you graduate from High School?  Yes  No

Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Graduation \_\_\_\_\_

What organizations do you belong to which you consider relevant to the position applied for? \_\_\_\_\_

Have you ever received Worker's Compensation for injuries on the job?  Yes  No    Date \_\_\_\_\_

Reason: \_\_\_\_\_

Have you ever been discharged or forced to resign from any position?  Yes  No

Have you ever been convicted of a morals charge, child abuse, assault and battery or any other violent crime?  
 Yes  No    Give Details \_\_\_\_\_

Place of Conviction (city and state) \_\_\_\_\_    Date of Conviction \_\_\_\_\_

Name of Applicant \_\_\_\_\_

<b>Special talents you possess that would be helpful in teaching children</b> (art, music, crafts, etc.)
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<b>Current Health Certifications</b>	
Red Cross First Aid <input type="checkbox"/> Yes <input type="checkbox"/> No	T. B. Test <input type="checkbox"/> Yes <input type="checkbox"/> No
CPR <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Handler's Card <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Work Experience or Other Related Activities</b>					
<i>Give record of each employment or other related activity which you held for the last ten years. Start with present or last and work back through previous positions.</i>					
Dates:	From	To	Title of Position	Starting Salary	Ending Salary
Name of Employer			Phone No.	Email Address	
Duties					
Name of Supervisor			Reason for Leaving		
Dates:	From	To	Title of Position	Starting Salary	Ending Salary
Name of Employer			Phone No.	Email Address	
Duties					
Name of Supervisor			Reason for Leaving		
Dates:	From	To	Title of Position	Starting Salary	Ending Salary
Name of Employer			Phone No.	Email Address	
Duties					
Name of Supervisor			Reason for Leaving		

<b>References</b> (volunteer experience, co-workers, etc. - not family members)		
Name	Email Address	Phone
Name	Email Address	Phone
Name	Email Address	Phone

I hereby authorize Riverfield to obtain from my former employers and from public records all data need to support this application. I hereby certify that the foregoing statements are, to the best of my knowledge, true and correct; and I agree that any misstatement or omission as to material fact will constitute grounds for unfavorable consideration of my application or dismissal from employment with Riverfield.

You may contact my present employer:  Yes  No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Comments
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NOTE: Your application will be active for 1 year. At the conclusion of this time, if you have not heard from the Employer and still wish to be considered for employment, it will be necessary for you to fill out a new application.

*Riverfield Country Day School is a non-profit, independent school with no religious affiliation. Riverfield is a welcoming community that strives to treat everyone fairly. All decisions regarding admissions, employment, administration, and student and faculty life are made without regard to race, color, religion, national origin, ancestry, ethnicity, age, disability, gender, sexual orientation, marital or family status, or any other criteria prohibited by law. All rights, privileges, educational, athletic, school-administrated programs, and activities made available by the school are extended to all students, families, faculty, and staff.*

# **Writing Sample - Teaching Position**

Please provide a written response for each of the following questions:

1. What is your philosophy regarding the teaching of children?

2. What is your approach to guidance and discipline with children?