



All questions must be answered on the Employment Application to be considered for employment.  
Riverfield is an Equal Opportunity Employer.

**PERSONAL INFORMATION**

**Position Applied For** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

.....

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

.....

Street Address \_\_\_\_\_ Apt / Unit # \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

.....

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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Type of Employment Desired:       Full Time (8 hours)       Part Time (6 ½ hours)       Substitute (List Days/Hours preferred)

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**EMPLOYMENT HISTORY (LIST CURRENT/MOST RECENT EMPLOYER FIRST)**

Employer Name	Job Title	Dates of Employment (From – To)	
.....	.....	.....	.....
Supervisor	Phone Number		
.....	.....	.....	.....
Street Address	City	State	Zip Code
.....	.....	.....	.....
Starting Salary	Ending Salary	Reason for leaving	
.....	.....	.....	
Employer Name	Job Title	Dates of Employment (From – To)	
.....	.....	.....	.....
Supervisor	Phone Number		
.....	.....	.....	.....
Street Address	City	State	Zip Code
.....	.....	.....	.....
Starting Salary	Ending Salary	Reason for leaving	
.....	.....	.....	
Employer Name	Job Title	Dates of Employment (From – To)	
.....	.....	.....	.....
Supervisor	Phone Number		
.....	.....	.....	.....
Street Address	City	State	Zip Code
.....	.....	.....	.....
Starting Salary	Ending Salary	Reason for leaving	
.....	.....	.....	

## EDUCATION AND QUALIFICATIONS

High School / College	Total Years Attendance (Years, Months)	Graduated?	Majors / Minors
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## CERTIFICATIONS, PROFESSIONAL DESIGNATIONS & ADDITIONAL QUALIFICATIONS

Are you an Oklahoma Licensed or Certified Teacher?  Yes  No

If applicable, what type of certificate do you hold (Standard, Provisional, or Alternative)?

Are you National Board Certified?  Yes  No

How many years of teaching experience do you have?

Do you have a valid teaching license or certificate in another state or agency? If yes, please explain.

Do you have any specialized training or certifications held in the field for which you are applying? If yes, please explain.

## REFERENCES

How were you referred to Riverfield Country Day School?

Please list three professional references (co-worker, volunteer coordinator, previous supervisor, etc.)

Name	Phone Number	Email Address
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Name	Phone Number	Email Address
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Name	Phone Number	Email Address
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Federal and state law requires that all applicants be considered without regard to race, color, religion, sex, national origin, age, or disability. We believe in and fully support the principle of equal employment opportunity and will fulfill our obligation to the fullest.

RIVERFIELD COUNTRY DAY SCHOOL APPLICANT QUESTIONS

What is your philosophy regarding the teaching of children?

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What is your approach to guidance and discipline with children?

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Why would you like to be a part of Riverfield Country Day School staff?

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I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize Riverfield Country Day School to make an investigation of any facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee may resign at any time, just as the employer may terminate the employment relationship at any time, with or without cause, with or without notice to the employee.

I understand that this application does not create an express or implied offer of employment nor guarantee employment for any definite period of time.

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Applicant Signature	Date