



4200 DAVENPORT STREET, NW  
WASHINGTON, DC 20016 • 202-295-6125  
www.gds.org • 202-295-6125

## Application for Employment

CONFIDENTIAL

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Last, First, MI

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Referred to Georgetown Day School by: \_\_\_\_\_

If referred by an agency, which agency: \_\_\_\_\_

Applying for: \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ Date Available: \_\_\_\_\_

Position sought: \_\_\_\_\_ Teacher \_\_\_\_\_ Office Staff \_\_\_\_\_ Administrator \_\_\_\_\_  
Substitute Teacher \_\_\_\_\_ Other (specify) \_\_\_\_\_

Please specify the position for which you are applying, including the grade level(s) and subject area(s) for teachers:

\_\_\_\_\_

Check your current status: \_\_\_\_\_ U.S. Citizen \_\_\_\_\_ Non-U.S Citizen legally authorized to work in the U.S.

### EMPLOYMENT HISTORY

In the space below, add any gaps in years not mentioned in your résumé—additional employment or alternatives to employment.

\_\_\_\_\_

\_\_\_\_\_

All Applicants

Technical skills – list platforms and software you are proficient in and currently use: \_\_\_\_\_

List extracurricular activities or coaching assignments in which you have experience or which interest you:

\_\_\_\_\_

Are you proficient in a foreign language? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please note language(s): \_\_\_\_\_

Please submit your current résumé. If applying for a teaching position, also attach a statement of your educational philosophy.

(Please continue)

## EDUCATION RECORD

School	Location	Major/Program	Degree/Year
High School _____	_____	_____	_____
College _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Academic credentials will be verified by an outside agency.

Teachers, please attach copies of transcripts from all colleges/universities that have given you a degree.

## PROFESSIONAL REFERENCES

Please list three previous supervisors that we may contact.

1. Name _____	Title _____	Organization _____
Telephone _____	Email _____	
Relationship to you _____		
2. Name _____	Title _____	Organization _____
Telephone _____	Email _____	
Relationship to you _____		
3. Name _____	Title _____	Organization _____
Telephone _____	Email _____	
Relationship to you _____		

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*I certify that the above information is correct to the best of my knowledge, and I understand that misrepresentation or omission of requested information is grounds for denial of employment or dismissal. This application becomes part of the permanent file for hired candidates.*

*I give my permission to Georgetown Day School to verify information pertaining to my application to the School, except where I request in writing that no inquiry be made.*

*I further release the School from any liability from the disclosure of the information enclosed herein.*

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

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Please submit an application with your résumé and any other supporting documents online at  
[www.GDS.org/Recruiting](http://www.GDS.org/Recruiting).

Georgetown Day School does not discriminate in its educational, admissions, and personnel programs and policies or activities on the basis of race, color, national or ethnic origin, age, religion or religious creed, sexual orientation, gender identity and/or expression, disability or any other characteristic protected under applicable federal, state or local law.

**For additional information, please contact:**  
Human Resources, Georgetown Day School  
4200 Davenport St., NW, Washington, DC 20016  
Email: [hiring@gds.org](mailto:hiring@gds.org)

***Thank you for your interest in Georgetown Day School.***