

Skills

Check those skills in which you are proficient:

Keyboarding

Personal Computer

Calculator

Computer Programs: _____

Other: _____

Education

Name & Location	GPA	Major Course of Study	Degree	Dates Attended
High School				
College*				
Graduate School*				
Other				

*Verification of education may be required

Please list all certifications and licenses (teaching, CPR, First Aid, WSI, etc.):

Please describe your interest in The Congressional Schools of Virginia, include any relevant volunteer activities, special skills and/or contributions you can bring to the organization.

Camp Applicants

On a separate sheet of paper, choose 2 out of the 3 essay questions and write a 100 to 200 word essay for each.

1. Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields that might have a bearing on the position(s) for which you are applying.
2. If you have prior camp experience, please recall a fond memory and one you would like to improve on.
3. What contributions do you think you can make at camp?

Work History

You may attach a resume, but you must complete the following section. Please indicate multiple positions with the same employer and explain any gaps in employment.

Current Employer: _____

Address: _____

Dates employed: From _____ To _____ Current Position _____ Current Salary _____

Briefly state duties: _____

Reason for Leaving: _____

Supervisor: _____ Title: _____

Tel#: _____ E-mail _____

May we contact? Yes No (Current employer will be contacted before final offer is made).

Previous Employer: _____

Address: _____

Dates employed: From _____ To _____ Position _____ Salary _____

Briefly state duties: _____

Reason for Leaving: _____

Supervisor: _____ Title: _____

Tel#: _____ E-mail _____

Previous Employer: _____

Address: _____

Dates employed: From _____ To _____ Position _____ Salary _____

Briefly state duties: _____

Reason for Leaving: _____

Supervisor: _____ Title: _____

Tel#: _____ E-mail: _____

References

Please list three professional references, if no professional references are available then list someone who can provide a reference to your character or any volunteer experience, i.e. guidance counselor, professor, clergy, etc...

Name: _____

Address: _____

Phone: _____ E-mail: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Certification of Information (please read before signing)

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the school to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and references may provide information that they may have about me in response to inquiry from the employer. I understand that false information; omissions or misleading information or misrepresentations given in my application, resume or during the interview process may result in a refusal to hire, or discharge in the event that I am employed. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that prior to employment drug screening will be required of employees in safety sensitive positions, which are defined as any position requiring a current Commercial Drivers' License. If employed in a safety sensitive position, I will be subject to random drug screening and continued employment will be contingent upon the results of such test. I also understand that the employment with the school is "at will" and background checks will be periodically conducted throughout my employment.

Signature of Applicant

Date