

References

Name	Relationship	Phone #
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I acknowledge, accept and understand the following conditions and policies as an applicant for employment to Christchurch School:

1. Christchurch School must comply with Code of Virginia Section 19.2-389 and amendment 22.1-296. 3 requiring all educational institutions servicing minors to perform background checks on newly hired employees. If hired, you agree to be fingerprinted by either the school's fingerprinting contractor or the local sheriff's office. You further agree that the school will send your fingerprints to Virginia Council for Private Education (VCPE) who will coordinate background checking with the Virginia State Police and the Federal Bureau of Investigation (FBI). Also, you agree that if you have lived in other jurisdictions for long periods of time, additional fingerprints may be needed and other agencies may be contacted regarding your background. All background activities are coordinated by the school's Business Manager and background check results are handled with the utmost of confidentiality.
2. Christchurch School is allowed to investigate any background by verifying education credentials, contacting work references and/or contacting personal references; either provided by the applicant or through common relationships determined in the application process. If there are any particular references or agencies the applicant would prefer the school not to contact, it should be made clear to the school at time of presenting themselves as a candidate for employment. In some instances, it may be appropriate to seek a check credit references for a particular applicant. In the event this is necessary, you authorize the school to investigate a credit background. In these instances, references are checked by the Business Manager and all information is held with the utmost of confidentiality.
3. As an applicant, I understand that I will be dismissed immediately for hazing, drug abuse, child abuse, or any act that causes an unapproved disruption.
4. As an applicant, I acknowledge that all information provided in this application and all information I have provided is as accurate and truthful regarding my work background, personal experience and credentials.
5. Dates of employment are from June 21 to July 18.

Thank you in advance for your cooperation.

Candidate Name (Print) _____ Date: _____

Candidate Signature: _____

Parent's Signature if under 18: _____

If there are any questions, please contact the Business Manager at (804) 758-2306 ext. 148, who oversees personnel policies.

Christchurch School is an equal opportunity employer that does not discriminate on the basis of race, gender, color, national origin, age or physically challenging condition in administration of its hiring practices.