

**UPPER CAMPUS**  
2651 North Road  
Phone: (803)534-7970  
Fax: (803)535-2190



**LOWER CAMPUS**  
168 Prep Street  
Orangeburg, S.C.  
(803)536-3000

## Orangeburg Preparatory Schools

www.orangeburgprep.com

E-mail: office@orangeburgprep.com

### TEACHER APPLICATION

**Important:** Only those applications that are completed in all details will be processed. Academic transcripts and letters of recommendation may be forwarded by separate mail. Teaching appointments at Orangeburg Preparatory are made for one year, normally in April. Applicants will receive acknowledgement of the receipt of their applications, letters of recommendation, and transcripts. Orangeburg Preparatory will not return any material received in connection with teaching applications. Applicants whose credentials attract further consideration will be requested to arrange an interview with the Head of School. All applicants will be advised when all positions for the year have been filled.

### I. PERSONAL BACKGROUND

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail address (please print clearly) \_\_\_\_\_

Place of Birth \_\_\_\_\_ U.S. Citizen?  Yes  No

Marital Status \_\_\_\_\_ Spouse's Full Name \_\_\_\_\_

Spouse's Profession \_\_\_\_\_ Spouse's Employer \_\_\_\_\_

Names and Ages of Children \_\_\_\_\_

Have you ever been convicted of a felony or crime?  Yes  No

*\*Please note: The applicant is subject to a SLED background check*

### II. EDUCATIONAL BACKGROUND

A. High School(s) Attended	Location	Dates

<i>B. College(s) Attended</i>	<i>Location</i>	<i>Dates</i>	<i>Degree</i>	<i>Major (Other courses emphasized)</i>

Certification:  Yes  No

If yes, please list states in which certified

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D. College Honors and Extracurricular Activities: \_\_\_\_\_

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### **III. TEACHING EXPERIENCE**

A.  
 Subjects and Levels \_\_\_\_\_  
 Name of School \_\_\_\_\_ Location \_\_\_\_\_  
 Dates \_\_\_\_\_ Name and Address of Reference \_\_\_\_\_

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B.  
 Subjects and Levels \_\_\_\_\_  
 Name of School \_\_\_\_\_ Location \_\_\_\_\_  
 Dates \_\_\_\_\_ Name and Address of Reference \_\_\_\_\_

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C.  
 Subjects and Levels \_\_\_\_\_  
 Name of School \_\_\_\_\_ Location \_\_\_\_\_  
 Dates \_\_\_\_\_ Name and Address of Reference \_\_\_\_\_

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D. Extracurricular activities with which you have helped:  
 \_\_\_\_\_  
 \_\_\_\_\_

E. Administrative experience in schools:  
 \_\_\_\_\_  
 \_\_\_\_\_

F. Publications and professional lectures:

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G. Professional or civic organizations:

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***IV. BUSINESS EXPERIENCE***

A.

Type of Work \_\_\_\_\_ Firm \_\_\_\_\_  
Location \_\_\_\_\_ Dates \_\_\_\_\_  
Name and Address of Reference \_\_\_\_\_

B.

Type of Work \_\_\_\_\_ Firm \_\_\_\_\_  
Location \_\_\_\_\_ Dates \_\_\_\_\_  
Name and Address of Reference \_\_\_\_\_

C.

Type of Work \_\_\_\_\_ Firm \_\_\_\_\_  
Location \_\_\_\_\_ Dates \_\_\_\_\_  
Name and Address of Reference \_\_\_\_\_

***V. MISCELLANEOUS DATA***

A. Are you presently employed, and if so what position do you hold?

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B. Are you presently under contract, and, if so, state name and address of employer?

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C. Please state position desired:

- Kindergarten (4K, 5K)       Lower School (Gr. 1-5)  
 Middle School (Gr. 6-8)       Upper School (Gr. 9-12)

First Choice (Subject/Grade Level) \_\_\_\_\_

Second Choice (Subject/Grade Level) \_\_\_\_\_

D. Are you seeking a permanent position? \_\_\_\_\_ If not, how long would you hope to stay here if hired? \_\_\_\_\_

E. Approximate salary expected: \_\_\_\_\_

F. State any activities in which you are or have been engaged that might reveal your special interests of qualifications:

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G. Please include on a separate sheet any other information you think will be helpful.

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*I understand that false information, omissions of misleading information or misrepresentations given in my application or during the interview process, may result in a refusal to hire or discharge in the event of employment.*

**Complete and return this information to:**

**Orangeburg Preparatory Schools, Inc.  
Attention: Head of School  
2651 North Road NW  
Orangeburg, S.C. 29118**