

II. REFERENCES

List the names of three *Professional References* (not related to you) you have worked for that could be contacted, if necessary, to give recommendations for this position.

NAME	ADDRESS	PHONE #	EMPLOYMENT/TITLE

III. RELEASE OF INFORMATION STATEMENT

I hereby give permission to any agency, bureau, department, physician, hospital, clinic, business, or person whatsoever to furnish St. John's College, its designee, or investigators, full and complete information about any of the matters contained in this application, or appropriate for employment by this institution. This release of information may include, but not be limited to, any and all criminal history record information, medical records, educational records, or information from any source. I hereby release St. John's College or anyone obtaining or furnishing any such information from any and all liability which may or could result from the divulgence of such information or its use as it pertains to possible employment evaluation.

NAME _____

DATE _____

IV. EDUCATION AND PROFESSIONAL TRAINING

Name & Location	Degree Earned	Major Area	Minor Area	Hours Earned

V. EDUCATIONAL WORK EXPERIENCE

EMPLOYER Name & Location	Starting and Ending Dates	Job Description	Reason for Leaving	Monthly Salary	Full or Part Time

VI. RELATED EDUCATIONAL INFORMATION

Licenses, Certificates, Registrations	Issuing Country	Date Issued	Expiration Date	ID Number

VII. EXPERIENCE OTHER THAN EDUCATIONAL

Name & Address of Employer	Position Held	Starting Date	Ending Date	Reason for Leaving

FELLOWSHIPS, SCHOLARSHIPS & PROFESSIONAL HONORS

AWARDING ORGANIZATION	DATE

COMMUNITY AND PROFESSIONAL ORGANIZATIONS

HIGHEST OFFICE HELD	DATE OF MEMBERSHIP

RESEARCH AND PUBLICATIONS *(Attach separate sheet if necessary)*

VIII. STATEMENT OF PHILOSOPHY OF EDUCATION

On a separate sheet, please give a brief statement of your philosophy of education as it pertains to the position for which you are applying.

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understand that any falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment. **I understand that unless this application is completed in detail, it will not be considered and that all applications and supporting documents become the property of St. John's College.**

SIGNATURE OF APPLICANT

DATE

APPLICATION REQUIREMENTS

1. Cover Letter
2. SJC Application (complete all questions)
3. Resume
4. Copies of College Transcripts (Must have **Official Transcripts** when hired)

In order for an application to be considered, all the above requirements must be submitted before the application deadline to the address below:

St. John's College
Human Resources Office
P.O. Box 548
Belize City, Belize

Positions and Jobs listed at www.sjc.edu.bz

Tel: 501-223-3732 Fax: 501-223-2752
Email: sjchumanresources@yahoo.com

TEACHER REFERENCE FORM



Dear _____ Date _____

I am applying for a position as a **Teacher** with **St. John's College**. Please complete the appropriate evaluation categories that apply to your knowledge of my background, and mail directly to the **Human Resources Officer, P.O. Box 548, St. John's College, Belize City, Belize, C.A.**

APPLICANT'S NAME: (Please Print) _____

Signature _____

Date: _____

Rank Applicant Numerically:

When ranking applicant numerically use **NA** for no occasion to observe; **1** for inadequate; **2** for limited; **3** for acceptable or average; **4** for very good or above average; **5** for outstanding.

	CATEGORIES	N/A	1	2	3	4	5
1	Personal Appearance						
2	Poise and Confidence						
3	Dependability						
4	Cooperation						
5	Leadership						
6	Scholarship						
7	Habits of Workmanship						
8	Initiative and Resourcefulness						
9	Judgment						
10	Command of English Language						
11	Classroom Management						
12	Overall effectiveness as an administrator/teacher/temporary teacher						

Would you employ/reemploy this applicant? YES NO

COMMENTS: _____

Name (Please print or type)

Position

Name of Organization/School Division

Address/Phone No.

Signature _____

Date _____

STAFF REFERENCE FORM



Dear _____ Date _____

I am applying for a position as a **member of the support staff** with **St. John's College**. Please complete the appropriate evaluation categories that apply to your knowledge of my background, and mail directly to the **Human Resources Manager, P.O. Box 548, St. John's College, Belize City, Belize, C.A.**

APPLICANT'S NAME: (Please Print) _____

Signature _____

Date: _____

Rank Applicant Numerically:

When ranking applicant numerically use **NA** for no occasion to observe; **1** for inadequate; **2** for limited; **3** for acceptable or average; **4** for very good or above average; **5** for outstanding.

	CATEGORIES	N/A	1	2	3	4	5
1	Personal Appearance						
2	Poise and Confidence						
3	Dependability						
4	Cooperation						
5	Leadership						
6	Scholarship						
7	Habits of Workmanship						
8	Initiative and Resourcefulness						
9	Judgment						
10	Command of English Language						
11	Professionalism						
12	Overall effectiveness as a supervisor/clerk/custodian						

Would you employ/reemploy this applicant? YES NO

COMMENTS: _____

Name (Please print or type)

Position

Name of Organization/School Division

Address/Phone No.

Signature _____

Date _____