



## Application for Employment

Form #1

Revision Date: 4/1/02  
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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Present Address: \_\_\_\_\_ Present Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Permanent Phone: \_\_\_\_\_

### Position Applying For

Title of Position: \_\_\_\_\_ Status desired:  full-time  part-time  temporary

Salary Desired: \_\_\_\_\_ Date Available to start work: \_\_\_\_\_

How did you hear about the position: \_\_\_\_\_

1. Are you able to meet the attendance requirements?  Yes  No
2. Do you have any objection to working overtime if necessary?  Yes  No
3. Are you willing to allow a Criminal Records Background  
Check required by the organization for working with children?  Yes  No
4. Have you ever been convicted of a crime other than a traffic  
citation? *If yes please explain in the space below:*  Yes  No

### Education (List school name and location, years completed, course of study, graduation date, and any degrees earned)

High school: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Other: \_\_\_\_\_

### Work History (Start with the most recent)

Employer: \_\_\_\_\_ Address/Phone #: \_\_\_\_\_

Dates (from/to) \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Pay Rate (ending): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

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Employer: \_\_\_\_\_ Address/Phone #: \_\_\_\_\_

Dates (from/to) \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Pay Rate (ending): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

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Summit Preparatory School is an equal opportunity employer and does not discriminate against applicants on the basis race, color, sex, religion, national & ethnic origin, sexual orientation, disability, or any other protected status under the law.

**Work History** (Continued)

Employer: \_\_\_\_\_ Address/Phone #: \_\_\_\_\_  
 Dates (from/to) \_\_\_\_\_ Position: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Pay Rate (ending): \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Address/Phone #: \_\_\_\_\_  
 Dates (from/to) \_\_\_\_\_ Position: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Pay Rate (ending): \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

**Other Skills and Qualifications** Summarize other skills, licenses, certificates, and/or other qualifications:

\_\_\_\_\_  
\_\_\_\_\_

**References:**

Business	Personal
Name: _____ Address/Phone: _____ Business: _____	Name: _____ Address/Phone: _____ Years Acquainted: _____
Name: _____ Address/Phone: _____ Business: _____	Name: _____ Address/Phone: _____ Years Acquainted: _____
Name: _____ Address/Phone: _____ Business: _____	Name: _____ Address/Phone: _____ Years Acquainted: _____

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. I also hereby authorize my potential employer to conduct a Criminal Records Check to determine my eligibility for employment with children in accordance with Summit Preparatory School's employment policies. If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA. I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_