



## Application for Employment

### Personal Information (print clearly)

Name \_\_\_\_\_  
Last First Middle Initial

Current Address \_\_\_\_\_  
Street City State Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Position(s) Applying For: \_\_\_\_\_

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**The Tuxedo Park School is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Applicants requiring reasonable accommodation in the application and/ or interview process should notify a representative of the School.**

1.) Have you been convicted or plead guilty to a felony or a misdemeanor (other than minor traffic offenses)? Answering yes to this question will not immediately disqualify you from consideration for employment. Tuxedo Park School will take into account the relevance of the criminal conviction to the position sought in accordance with law in making a determination.

Yes  No

2.) Are you currently under charges for a criminal offense?

Yes  No

*\*\*If you answer is yes to #1 or #2, please provide complete details on a separate sheet stating date, charge, place and action taken.*

3.) Can you with or without reasonable accommodation perform the essential functions of this job? Tuxedo Park School complies with the Americans with Disabilities Act and considers reasonable accommodations that may be necessary for eligible applicants/ employees to perform essential functions. As a voluntary matter, you may discuss the need for accommodations with a representative of the School at any point during the employment process. (If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

Yes  No

4.) Are you legally eligible to work in the United States?

Yes  No

**Education** (College or University, High School - Begin with most recent)

Name of Institution, City & State	Major	Minor	Degree and date conferred

**Work Experience** - Begin with most recent (Include practice teaching if less than 2 years experience)

From	To	Organization	Address	Supervisor & Phone

Add here any special honors, outstanding achievements, awards, etc., or individual strengths not identified earlier in this application, which you feel will assist in arriving at a true estimate of your qualifications.

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## References

### Professional:

Name	Position/Occupation	Address	Phone Number

### Personal ( OPTIONAL ) :

Name	Position/Occupation	Address	Phone Number

Do we have permission to contact these people at this time?  Yes  No

If no, please circle which reference numbers **not** to be contacted:      1      2      3      4      5

**Professional Organizations**-list those in which you take an active part: (mention any office(s) you have held.)


## READ CAREFULLY BEFORE SIGNING

### Pre- Employment Certification

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I understand that misrepresentation, false statements or omission of information contained in this application or on my resume shall be grounds for denial of employment and, if hired, for immediate dismissal. I authorize Tuxedo Park School to investigate all statements and claims contained within this application and subsequent oral interviews, and I acknowledge and agree that Tuxedo Park School may check references from sources other than those personal references listed herein. I hereby release, and hold harmless, all current and former employers from any charges or damages for releasing any and all employment information, whether subjective or objective, to Tuxedo Park School.

I also understand that an offer or acceptance of employment does not constitute a binding contract for any specific duration upon myself or Tuxedo Park School, and that unless explicitly provided otherwise, all relationships with Tuxedo Park School are on an at-will basis.

I certify that I have completed all the sections of the Application and have read and understood all of the terms and conditions that it contains.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_