



POMFRET
S C H O O L

Application for Employment

Pomfret School is an equal opportunity employer. It is the policy of the School to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, genetic information, gender identity or expression, or veteran status.

PERSONAL:

Name _____ Date _____

 Last First Middle

Address _____

 Number & Street City State Zip Code

Phone Number _____ Home ____ Cell ____ Work ____ E-mail Address _____

Position Sought _____ Full Time ____ Part Time ____

Date Available for Work _____ Salary Desired _____

Are you over 18 years old? Yes ____ No ____ If you are under 18 years of age, can you provide a work permit? Yes ____ No ____

Are you legally eligible for employment in the United States? Yes ____ No ____
(If offered employment, you will be required to provide documentation to verify eligibility)

Can you perform the essential functions of the position for which you are applying? Yes ____ No ____

If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question) _____

How did you hear about this position? _____ If referral, please specify source _____

EDUCATION:

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (circle one) 1 2 3 4

Diploma: Yes ____ No ____ G.E.D.: Yes ____ No ____

School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degree(s) Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

Please list any special skill(s), certification(s), or similar credentials you have that would be of benefit in the position you are applying for:

Have you ever done any volunteer work? Yes ____ No ____ If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____

License Number _____ License Expiration Date _____

Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)

EMPLOYMENT:

Have you ever been employed by Pomfret School? Yes ___ No ___

If so, please state department and dates of employment _____

List last employer first, including U.S. Military Service.

Please do not fill in "see resume."

Are you currently employed? Yes ___ No ___ May we contact your present employer? Yes ___ No ___

Employer _____ Position/Title: _____

Address _____

Supervisor _____ Contact Info (phone/email) _____

Dates of Employment: From _____ (mo/yr) To _____ (mo/yr) FT _____ PT _____

Duties _____

Reason for Leaving _____

If any employment was under a different name, indicate name _____

Employer _____ Position/Title: _____

Address _____

Supervisor _____ Contact Info (phone/email) _____

Dates of Employment: From _____ (mo/yr) To _____ (mo/yr) FT _____ PT _____

Duties _____

Reason for Leaving _____

Employer _____ Position/Title: _____

Address _____

Telephone _____ Salary _____ Dates of Employment: From _____ To _____

Supervisor _____ Contact Info (phone/email) _____

Dates of Employment: From _____ (mo/yr) To _____ (mo/yr) FT _____ PT _____

Duties _____

Reason for Leaving _____

If you wish to describe additional work experience, please attach the above information for each position on a separate sheet.
Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes ___ No ___

If yes, explain: _____

Please provide any additional information about yourself, or your employment/education background, that you feel reflects upon your ability to perform the duties of the job you are applying for: _____

REFERENCES:

Please provide the names of three persons not related to you.

Name _____ Relationship _____

Phone Number _____ Phone/E-mail Address _____

Address _____ Number of years known _____

Name _____ Relationship _____

Phone Number _____ Phone/E-mail Address _____

Address _____ Number of years known _____

Name _____ Relationship _____

Phone Number _____ Phone/E-mail Address _____

Address _____ Number of years known _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Pomfret School, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Pomfret School, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ **Date** _____