



1345 Hendersonville Road • Asheville, North Carolina • 28803 • 828-274-0757 • www.carolinaday.org

Application for Employment

To Applicant: We are an equal opportunity employer and comply with all federal, state and local laws which prohibit discrimination in employment because of race, color, national origin, age (18 or older), sex, religion, disability, marital status, and veteran status.

GENERAL EMPLOYMENT INFORMATION

Name: _____

Date: _____

Address: _____

Home Phone Number: _____

Position Applied For: _____

Salary Desired: _____

Date Available: _____

EDUCATION

* You may instead attach a resume that includes all requested information about your education and employment history.

Secondary School

Name: _____

Address: _____

Did You Graduate? (circle one): Yes No

If No, Number of Years Completed: _____

Special Accomplishments, Awards, Honors, and Publications: _____

College or University

Name: _____

Address: _____

Did You Graduate? (circle one): Yes No

If No, Number of Years Completed: _____

Major/Minor: _____

Degree: _____

Special Accomplishments, Awards, Honors, and Publications: _____

Post-Graduate Education

Name: _____

Address: _____

Did You Graduate? (circle one): Yes No

If No, Number of Years Completed: _____

Major/Minor: _____

Degree: _____

Special Accomplishments, Awards, Honors, and Publications: _____

Additional Education, Including Certifications, Special Courses, and Other Programs

Name: _____

Address: _____

Did You Graduate? (circle one): Yes No

If No, Number of Years Completed: _____

Major/Minor: _____

Degree: _____

Special Accomplishments, Awards, Honors, and Publications: _____

EMPLOYMENT HISTORY (List most recent position first.)

Employer's Name:

Employer's Address and Telephone Number: _____

Dates of Employment: From _____ To _____

Job Title: _____

Duties Involved: _____

Supervisor's Name: _____

Reason for Leaving: _____

Additional Information: _____

Employer's Name:

Employer's Address and Telephone Number: _____

Dates of Employment: From _____ To _____

Job Title: _____

Duties Involved: _____

Supervisor's Name: _____

Reason for Leaving: _____

Additional Information: _____

PROFESSIONAL REFERENCES (Do not include previous supervisors if they are listed in Employment History)

Name: _____

Address: _____

Daytime Telephone Number: _____

Occupation: _____

Dates Known/Relationship To You: _____

Name: _____

Address: _____

Daytime Telephone Number: _____

Occupation: _____

Dates Known/Relationship To You: _____

Name: _____

Address: _____

Daytime Telephone Number: _____

Occupation: _____

Dates Known/Relationship To You: _____

ADDITIONAL INFORMATION

Have you ever been previously employed by Carolina Day School? (circle one) Yes No

If yes, please state when: _____

Have you ever applied for a position at Carolina Day School? (circle one) Yes No

If yes, please state the position and the application date: _____

Are you age 18 or older? (circle one) Yes No

If not, state your age: _____

Are you legally authorized to work in the United States on a full-time or permanent basis? (circle one) Yes No

Are you able to perform, with or without reasonable accommodation, the essential functions of the job or occupation for which you are applying? (circle one) Yes No

Have you, since attaining the age of 18, been convicted or pled guilty to or —no contest“ to a felony or misdemeanor? (circle one) Yes No

(A conviction, guilty plea, or plea of —no contest“ is not an automatic bar to employment at Carolina Day School.)

If yes, please provide details below or attach a separate page.

PRE-EMPLOYMENT STATEMENT

The facts stated in my application for employment are true and complete. I understand that false statements shall be grounds for denial of employment and, if employed, for immediate dismissal. I authorize Carolina Day School, Inc. to investigate all statements and claims contained within this application and subsequent oral interviews, and I acknowledge and agree that Carolina Day School, Inc. may check references from sources other than those personal references listed herein. I hereby release Carolina Day School, Inc., its employees, agents, and assigns, and all current and former employers from any charges or damages for releasing any and all employment information, whether subjective or objective, to Carolina Day School, Inc.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding unless made in writing. I understand that any pre-employment screens are a condition of my employment. A background check of my driving, criminal, or other records will be conducted before employment. I will also be required to successfully pass a drug screen examination.

Signature of Applicant: _____

Date: _____

Applications are retained and considered in connection with appropriate job vacancies for three (3) months after their receipt. If you wish to apply for employment thereafter, you must submit a new application.