



# DEXTER SOUTHFIELD

## Application for Employment

Dexter Southfield, Inc. ("Dexter Southfield" or the "School") is an Equal Opportunity Employer. The School offers equal employment opportunity to all applicants for employment and all employees without regard to sex, pregnancy or pregnancy-related condition, sexual orientation, gender identity, age, race, color, religion, national origin, ancestry, veteran status, military service, application for military service, physical or mental disability, genetic information, or any other status protected by applicable law. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment. If you need a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us.

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Position(s) Applying For: \_\_\_\_\_ Date of application: \_\_\_ / \_\_\_ / \_\_\_ Desired Salary: \$ \_\_\_\_\_

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Street: \_\_\_\_\_ Apt: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How did you learn about this position: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Are you legally authorized to work in the United States? \_\_\_\_\_ YES \_\_\_\_\_ NO

If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you under eighteen (18) years of age?  
\_\_\_\_\_ YES If yes, you will be required to produce work eligibility papers before commencing employment.  
\_\_\_\_\_ NO

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Have you applied to work at Dexter Southfield before? \_\_\_\_\_ YES Date Applied: \_\_\_\_\_  
\_\_\_\_\_ NO Position Applied for: \_\_\_\_\_

Have you worked at Dexter Southfield before? \_\_\_\_\_ YES Date(s) Employed: \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ NO Position(s) Held: \_\_\_\_\_  
Reason(s) for leaving: \_\_\_\_\_

Do you have any relatives working for Dexter Southfield? \_\_\_\_\_ YES If yes, where do they work? \_\_\_\_\_  
\_\_\_\_\_ NO

Are you currently employed? \_\_\_\_\_ YES \_\_\_\_\_ NO

When are you available to start work? \_\_\_\_\_

Have you ever been terminated, asked to resign, or not offered a contract for the following year?  YES  NO

If yes, please explain the circumstances: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been the subject of an internal investigation by an employer or been disciplined (e.g., verbal or written warning, paid or unpaid suspension) due to an allegation or finding of abuse, neglect or sexual misconduct?  YES  NO

If yes, please explain the circumstances: \_\_\_\_\_  
 \_\_\_\_\_

Do you hold any educator licenses or certifications?  YES (please provide the information below)  NO

TYPE OF LICENSE/CERTIFICATION	STATE OF ISSUANCE	DATE OF ISSUANCE	DATE OF EXPIRATION

Have you ever had a professional or occupational license or certification suspended or revoked, or voluntarily surrendered such a license or certification, due to an allegation or finding of abuse, neglect or sexual misconduct?  YES  NO

If yes, please explain the circumstances: \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	SCHOOL NAME City, State	Years Completed	Degree Earned Course of Study	Describe any honors you received
High School				
Undergraduate College/University				
Graduate College/University				
Advanced Degree(s) College/University				
Professional Certifications				

Describe any specialized training, apprenticeship or extracurricular activities. \_\_\_\_\_  
 \_\_\_\_\_

Describe any CPR training, medical training, or lifeguard training or certifications. \_\_\_\_\_  
 \_\_\_\_\_

*Please be advised that Dexter Southfield may require a copy of a transcript and/or a diploma from all schools that you have attended.*

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## EMPLOYMENT HISTORY

Beginning with the most recent job, list your present and past employment. Work performed on a volunteer or unpaid basis may be included. The School may contact any of these persons or entities to obtain an employment reference.

Employer Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
(month / year) (month/year)

Describe the work you did: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
(month / year) (month/year)

Describe the work you did: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
(month / year) (month/year)

Describe the work you did: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
(month / year) (month/year)

Describe the work you did: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\* If additional space is required, attach an additional sheet of paper to this application.

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## SPECIAL SKILLS AND QUALIFICATIONS

Please indicate any additional skills and qualifications you may wish us to consider (e.g., music, art, foreign languages, athletics) and any possible student age groups that you would prefer to work with: \_\_\_\_\_

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## RESTRICTIVE COVENANTS AND CONFLICTS OF INTEREST

Have you signed any agreements with your current or former employers that impose any restrictions on your work for others (this includes, but is not limited to, agreements regarding confidentiality, non-disclosure, non-solicitation of students, families or employees, or non-competition)? \_\_\_\_\_ YES If yes, please provide a copy of the agreement(s). \_\_\_\_\_ NO

Are you currently engaged in any business activity, including, but not limited to, acting as an employee (including self-employment), director, officer, consultant or agent or in any other capacity with any business, that may potentially be in conflict with your duties at the School, if you are hired?

(Note: If you are employed by the School, you may not engage in any outside business activities that would interfere with your performance or present a conflict of interest. Outside employment will present a conflict of interest if it has, or potentially has, an adverse impact on the School.) \_\_\_\_\_ YES If yes, please describe the nature of the business activity. \_\_\_\_\_ NO

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PLEASE DO NOT RESPOND TO THE FOLLOWING QUESTION UNTIL AFTER YOU HAVE READ AND/OR DISCUSSED THE JOB DESCRIPTION FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING.

Are you able to perform the essential functions of the position(s) for which you are applying, with or without a reasonable accommodation? \_\_\_\_\_ YES \_\_\_\_\_ NO

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## EMPLOYMENT REFERENCES

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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## CERTIFICATION

I certify and affirm that all of the information provided in connection with the application process, including the information provided on this application for employment (“Application”) and any résumé submitted, is true, accurate, and complete, and that I have not withheld any information that would, if disclosed, affect this application unfavorably. I understand that any omission, misrepresentation or falsification in connection with this application process may be grounds for denial of employment or, if I am hired, immediate termination of my employment, regardless of how or when discovered. I understand that failure to complete this application for employment may result in my disqualification from eligibility for employment.

I authorize the School to investigate all information related to my Application in order to determine my qualifications for employment, and I understand that such investigation may include contacting any person or entity listed on this Application and/or any of my former and/or current employers and other relevant individuals and entities. I authorize all persons and entities having information relevant to my application to provide any and all information to the School, on their own initiative and/or at the request of the School. I expressly release and agree to hold harmless the School, its employees, agents, attorneys, and all the persons and entities with whom the School may discuss, review or share such reference information, from any actual and potential claims or liabilities arising out of or as a result of the request for, provision of, or use of any and all information regarding me. I understand that any offer of employment may be rescinded, or my employment terminated, if any information regarding me is inadequate or unacceptable to the School or if I violate any of the provisions of this Certification.

I understand that completion of this Application does not assure me of a position with the School. **I also understand that neither this application nor any other document constitutes a contract of employment for a specific term and that any employment relationship that may be established will be “at-will.”** As such, any employment relationship I may have with the School may be terminated at any time, with or without notice, for any reason or no reason, by me or the School. I understand that no representative of the School, other than the Head of School (or his or her designee), has the authority to enter into any agreement for employment with me contrary to the foregoing. I further understand that if I am hired by the School, I must abide by all rules and policies of the School which, other than the “at-will” employment policy, may be changed without notice at the sole discretion of the School.

**I also understand that any offer of employment, and continued employment, are conditioned upon the satisfactory completion of a background check, including but not limited to a criminal offender record information check, a fingerprint-based criminal history record information check and a sex offender registration information check, as determined in the sole discretion of the School.**

I understand that information, data, and records provided or disclosed by or on behalf of the School or that I otherwise learn in the course of dealing with the School shall be deemed confidential and/or proprietary information. I understand that no right or license, either expressed or implied, is granted to use or disseminate any confidential and/or proprietary information. I understand that, if hired, I may be required to sign a non-competition and/or non-disclosure agreement with the School as a condition of employment.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION, AND I UNDERSTAND AND AGREE TO ITS TERMS.

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

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

Printed Name: \_\_\_\_\_