



Application For Employment Confidential

NCRC BELIEVES THAT EACH INDIVIDUAL IS ENTITLED TO EQUAL OPPORTUNITY WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER (INCLUDING PREGNANCY, CHILDBIRTH, RELATED MEDICAL CONDITIONS, OR BREASTFEEDING) NATIONAL ORIGIN, AGE, DISABILITY, GENETIC INFORMATION, VETERAN STATUS, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, OR ANY OTHER PROTECTED CHARACTERISTIC AS ESTABLISHED BY FEDERAL, STATE, OR LOCAL ANTI-DISCRIMINATION LAWS. THE SCHOOL'S EQUAL EMPLOYMENT OPPORTUNITY PRACTICES EXTEND TO RECRUITMENT, HIRING, SELECTION, COMPENSATION, BENEFITS, TRANSFER, PROMOTION, TERMINATION, TRAINING, DISCIPLINE, AND ALL OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

PLEASE SUBMIT A COPY OF A CURRENT RÉSUMÉ; AN APPLICATION MUST BE COMPLETED IN FULL IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

Name _____ Home Phone _____
Last, First, MI

Address _____ Work Phone _____

City _____ State _____ Zip _____ Cell Phone _____

E-mail _____

Referred to National Child Research Center by: _____

Applying for: Full time Part time Date Available: _____

Position sought: Teacher Administrative (specify) _____

Resource Teacher Other (specify) _____
(Teacher in Training)

Check your current status: U.S. Citizen Alien legally authorized to work in the U.S.

Other (specify) _____

Have you been convicted of a felony? Yes No

(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions, which have not been expunged from the records.)

If yes, please explain _____

Education

List any educational degrees, programs or courses that you have taken which would be helpful for the performance of your job. Include present enrollments. Please note that we verify educational background. Teachers: Official college and graduate school transcripts *must* be on file to complete the employment process.

	High School				*Undergraduate College/University				*Graduate/Professional			
School Name and Location												
Highest Year Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
College Distinction												
Teaching Certificates	State				Date of Issuance/Expiration				Subject-Grade Level			
Describe any specialized training, apprenticeship, skills and extracurricular services												
State any additional information you feel may be helpful to us in considering your application												

Are you proficient in a foreign language? Yes No

If yes, please note language(s): _____

Please attach your current résumé. If applying for a teaching position, also attach a statement of your educational philosophy.

General

Please list special licenses or certificates you hold.	Typing skills <input type="checkbox"/> Yes <input type="checkbox"/> No Words/Minute: _____
In what computer software are you proficient ?	

Employment History

Please provide information concerning your work history by filling this section out completely, listing your three most recent employers. Please provide explanation for any gaps in time in employment history.

Present Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
May we contact? Yes / No				
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Is there any additional information we should be aware of that if discovered while you were employed at the School would reflect poorly upon the School? If yes, please describe. _____

Education/Employment References

Please provide three references capable of judging your ability to perform the kind of work for which you have applied. At least one must be a former employer. For recent graduates: references may be academic advisors.

1.

(Name)

(Position)

Phone #

(Email)

2.

(Name)

(Position)

Phone #

(Email)

3.

(Name)

(Position)

Phone #

(Email)

May we contact your references prior to speaking with you? Yes No

Answering yes or no to any of the above questions will not determine whether you receive an offer. The School considers all relevant facts and circumstances in making employment decisions.

I certify that the above information is correct to the best of my knowledge, and I understand that misrepresentation or omission of requested information is grounds for denial of employment or dismissal. This application becomes part of the permanent file for hired candidates.

I also understand that any offer of employment is conditioned on the completion of reference checks, pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.

I give my permission to the National Child Research Center to verify information pertaining to my application to the School, except where I request in writing that no inquiry be made.

I further release the School from any liability from the disclosure of the information enclosed herein.

Applicant's signature _____

Date _____

Please return this application to: HR Specialist / Business Office
National Child Research Center
3209 Highland Place, N.W.
Washington, DC 20008
Phone (202) 363-8777 • Fax (202) 244-3459

Thank you for your interest in the National Child Research Center.