



St. Anne's

EPISCOPAL SCHOOL

EMPLOYMENT APPLICATION

211 Silver Lake Road
Middletown, DE 19709

St. Anne's Episcopal School provides equal employment opportunity without regard to an applicant's race, color, gender, national origin, age, religion, disability, veteran status, or any other characteristic protected by federal, state, or local law. St. Anne's Episcopal School is an Equal Opportunity employer.

APPLICANT INFORMATION													
Last Name			First			M.I.		Date					
Street Address						Apartment/Unit #							
City			State			ZIP							
Phone			E-mail Address										
Date Available			Social Security No.			Desired Salary							
Position Applied for													
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Have you ever been employed by this school?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?						
Have you ever been convicted of a felony or misdemeanor?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain						
Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, why?						
EDUCATION													
High School					Address								
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
College					Address								
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Other					Address								
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
List any certificates or licenses you hold that may help qualify you for employment.													
License or Certification Number:			_____			Expiration Date:		_____					
License or Certification Number:			_____			Expiration Date:		_____					
List any job-related professional or technical organizations to which you belong.													

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone ()	
E-mail			
Full Name		Relationship	
Company		Phone ()	
E-mail			
Full Name		Relationship	
Company		Phone ()	
E-mail			

PREVIOUS EMPLOYMENT			
School/Org		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
School/Org		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
School/Org		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
<ol style="list-style-type: none"> 1. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States. 2. I hereby certify that all of the information set forth in this application and any attached resume, is true, complete, and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I agree that any omission, misrepresentation, falsification, or misstatement of material facts or information on this application or related document may result in the rejection of this application or my immediate discharge if I am employed. 3. I authorize any of the persons or organizations referenced in this application to provide St. Anne’s Episcopal School with any and all information that they may possess concerning my previous employment, education, or experience. I authorize St. Anne’s Episcopal School to request and receive such information. I also understand that, in conjunction with this application, I will be asked to complete and sign a <i>Background Screening Consent</i> form. 4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at-will, as defined by law and for no definite period, and that my employment may be terminated at any time, with or without cause and with or without prior notice, by myself or the school; or, if I am offered an employment contract, the terms and condition of my employment will be governed by the terms of the employment contract. 5. I have read and understand everything on this application. 	
Signature	Date