



# ST. GEORGE'S SCHOOL

## Application for Employment

Date of Application: \_\_\_\_\_

**S**t. George's School provides equal opportunity for all qualified candidates without regard to race, color, age, religion, gender, gender identity, gender expression, national and ethnic origin, physical and mental disability, sexual orientation, or any other legally protected class.

### IDENTIFICATION (Please Print)

Name:				
First	Middle	Last		
Address:				
Street	City	State	Zip	
Telephone				
Home	Work	Email:		

If necessary, may we contact you at work?  Yes  No

Best time to reach you at home? \_\_\_\_\_

If you are under the age of 18, can you provide proof of your eligibility to work?  Yes  No

Have you submitted an application for employment with St. George's before? If yes, when: \_\_\_\_\_  Yes  No

Have you been employed at St. George's before? If yes, when: \_\_\_\_\_  Yes  No

Are you legally eligible for employment in this country?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment)

Have you been convicted of a crime in the last 7 years?  Yes  No  
(Such conviction may be relevant if job related, but does not necessarily bar you from employment)

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

Are you currently laid off and available for recall?  Yes  No

### POSITION INFORMATION

Position(s) applied for: \_\_\_\_\_

Position Information Continued

⇒ Referral Source:                     Newspaper                     Employee                     School  
    Walk-In                     Agency                     Other

Source Name: \_\_\_\_\_

⇒ Type of Employment Desired (Check all that apply):  
    Full Time                     Days                     School  
    Part Time                     Evening/Nights                     Regular

⇒ Salary Requirement    \$ \_\_\_\_\_ per \_\_\_\_\_

⇒ Date available for work: \_\_\_\_\_

EMPLOYMENT HISTORY

Start with your most recent position and list the last 4 employers. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Please explain any gaps in employment or involuntary separations in detail under the Comments Section on the next page.

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Reported to: \_\_\_\_\_

**1** Position Title \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Reported to: \_\_\_\_\_

**2** Position Title: \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Reported to: \_\_\_\_\_

**3** Position Title: \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Reported to: \_\_\_\_\_

**4** Position Title: \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Work Performed: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Employment History Continued

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Please use a separate sheet of paper if you need additional space

Please explain any gaps in employment:

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Comments and explanation for any involuntary separations:

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Professional, trade, business or civic activities and offices held: (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)

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EDUCATIONAL BACKGROUND				
Level of Education	School Name and Location	Major/Courses	Years Completed	Degree / Diploma
High School – College Prep				
Undergraduate College or University				
Graduate Study				
Additional or Other Education				

Foreign Language Information				
Mastered	Fluent	Good	Fair	Comments
Speak				
Read				
Write				

Additional Skills and Qualifications	
Specialized Training/ Apprenticeships	
Computer Knowledge Software/System Names	

**ADDITIONAL SKILLS AND QUALIFICATIONS**

Specific Skills and Extra curricular activities

Other Qualifications

Is there any additional information you would like considered? \_\_\_\_\_

**REFERENCES**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT'S STATEMENT AND SIGNATURE**

It is understood and agreed that any misstatement or omission made by me in this application or interview(s) will be sufficient cause for rejection or discharge from employment at St. George's School. I certify that answers given herein are true and complete. I authorize the School to conduct any investigation with respect to my application and release this School, my former employers and personal references from any liability from damage caused by giving or receiving information as to my employment or character. This application will be active for a period not to exceed six months. I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. I further understand that from time to time personnel policies, benefits, and practices may be changed with or without notice. I have completed this application for the sole purpose of obtaining employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE**

**INTERVIEWED:** Yes  No  By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Print Interviewer's Name

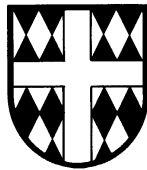
Ability | Character | Neatness | Personality

Remarks: \_\_\_\_\_  
(attach additional remarks as needed)

**HIRED:** Yes  No  for \_\_\_\_\_ in \_\_\_\_\_ starting \_\_\_\_/\_\_\_\_/\_\_\_\_  
Position Department Date

Permanent  \$ \_\_\_\_\_ /hour If salaried: \$ \_\_\_\_\_ /week  
Temporary  \_\_\_\_\_ hours/day \_\_\_\_\_ hours/week \_\_\_\_\_ weeks/year

**APPROVED:** \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Department Head Signature | \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Human Resources Signature



## EMPLOYER'S NOTICE AND APPLICANT'S MASTER CONSENT TO INQUIRY AND WAIVER (REFERENCE CHECKING)

As part of the pre-employment interviewing and screening process, we want you to know that we will be checking your references. We may contact those persons whom you have identified to us as potential references. In addition, we may also contact other persons, acquaintances, business associates, who may know something about you which may be relevant to your employment in this organization. When we contact a reference, we may ask him or her a series of questions. They could be about your personal background, educational background, work experience, character, personality, and personal habits.

We may use an outside firm to check on your credit, motor vehicle or criminal background. If we do, under the Federal Fair Credit Reporting Act we are required, upon written request, to provide you with the name and address of the firm so that you may contact them for further information.

By signing this document, you hereby agree to the following statements:

I have read and fully understand the foregoing. I hereby voluntarily consent to allow any of the School's officers, employees, agents or designees to check my references by contacting any person they deem to be an appropriate reference. Representatives may ask any questions which they consider relevant to their hiring decision, including questions about my personal background, educational background, work experience, character, personality and personal habits.

I hereby authorize such inquiries and release all persons responding to such inquiries from any liability for damages resulting from such responses. Also, I release the School from any liability for any damages arising from its reliance on or use of information supplied by third parties responding to the inquiries authorized herein.

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Signature

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Date

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Witness