



LAURENCE SCHOOL

EMPLOYMENT APPLICATION

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A non-profit K-6 school founded in 1953,
Laurence School does not discriminate upon race, gender, religion, national or ethnic origin or
disability, or any other basis prohibited by law.



LAURENCE SCHOOL

APPLICATION FOR EMPLOYMENT

Please answer all questions. We are an equal opportunity employer. Applicants are considered for available positions without regard to race, religion, sex, national origin, age, disability, sexual orientation, or any other consideration made unlawful by applicable federal, state or local laws.

Position applied for _____

How did you hear about this position? _____

Name _____

Telephone Number _____ Current Address _____

Email Address _____ City, State, Zip _____

At the time of employment, will you be able to submit verification of your legal right to work in the U.S.? Yes No

If you are under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Can you perform the essential functions of the job with or without reasonable accommodations? Yes No

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

NOTE:

We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.

EDUCATION

School Name & Location	Emphasis/Course of Study	Did You Graduate?	No. of Years Completed	Degree Received
High School		Yes No		
College		Yes No		
Graduate School		Yes No		
Other		Yes No		

WORK EXPERIENCE *(List most recent employer first)*

Name of Employer	City, State, Zip	Phone Number
Position(s) Held	Dates of Employment	Type of Business
Supervisor's Name	May We Contact? Yes/No	Duties
Starting Salary/Wages	Final Salary/Wages	Reason For Leaving
Name of Employer	City, State, Zip	Phone Number
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Starting Salary/Wages	Final Salary/Wages	Reason For Leaving

REFERENCES *(List the names of additional references we may call)*

Name	Title/Position	Company	Relationship to Reference	Phone No.

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for working at? Yes No

If so, explain?

Have you ever applied for employment with this company Yes No

If yes, when? _____

Within the past ten (10) years, have you ever been convicted of a felony or misdemeanor? (Exclude marijuana related misdemeanor convictions that occurred more than two years prior to the date of your completion of this application) Yes No

If yes, when? _____

I certify that all information on this application, my resume and/or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal. I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking, and to the extent permitted by federal, state or local law.

I understand that neither this application nor any communication by a representative of this company is intended to create, or does create, a contract of employment, offer, or promise of employment. I acknowledge that if hired by the company, employment is on an at-will basis. This means the company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law. Acceptance of employment is not a contract of employment for any specified time. Also, I am free to terminate my employment with the company at any time for any reason. This at-will provision may be waived or modified only in an explicit written agreement signed by the President of the company.

I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I understand as a condition of my employment, a pre-employment drug test, criminal background check, or driving record check may be administered and as a result of any of those tests, the employment offer may be withdrawn.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand this Company hires only individuals who are legally eligible to work in the United States.

Applicant Signature _____ Date _____

Company Representative _____ Date _____

Writing Prompt

Faculty Applicants:

Please share your philosophy of education and how it supports Laurence School's mission of the Total Child. Additionally, think about a community to which you belong. Tell us about how you have made that community more inclusive.

Staff Applicants:

Please share how you envision your role supporting Laurence School's mission of the Total Child. Additionally, think about a community to which you belong. Tell us about how you have made that community more inclusive.