



# The Woodstock Academy

An Equal Opportunity Employer

57 Academy Road ♦ Woodstock, CT 06281 ♦ (860) 928-6575

## Application for Employment

Employees of The Woodstock Academy and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age. As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by contacting the Human Resource Department.

Position applying for: \_\_\_\_\_

### Personal Information

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Email

### Education

<i>Name and Location of Institution</i>	<i>Degree Yes/No</i>	<i>Major, Minor, or Specialty</i>

### Work Experience

\_\_\_\_\_  
Employer Job Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Email

\_\_\_\_\_  
Dates of Employment

\_\_\_\_\_  
Duties

**Work Experience (cont.)**

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Employer \_\_\_\_\_ Job Title \_\_\_\_\_

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Address \_\_\_\_\_

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Phone \_\_\_\_\_ Email \_\_\_\_\_

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Dates of Employment \_\_\_\_\_

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Duties \_\_\_\_\_

**Work Experience (cont.)**

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Employer \_\_\_\_\_ Job Title \_\_\_\_\_

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Address \_\_\_\_\_

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Phone \_\_\_\_\_ Email \_\_\_\_\_

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Dates of Employment \_\_\_\_\_

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Duties \_\_\_\_\_

**References**

<b>Name and Address</b>	<b>Phone/Email</b>	<b>Relationship</b>

**Additional Information**

List any training, seminars, workshops, special achievements or specialized skills that would help us evaluate your application.

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Licenses, certificates, or other authorization to practice a trade or profession:

Type	License/Certification Number	Granted by (licensing board)

For purposes of compliance with the Immigration Reform and Control Act of 1986, are you legally eligible for employment in the United States?  Yes  No

Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certificate verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

When will you be available to start work? \_\_\_\_\_

*(No date is necessary if you are available as soon as you give two weeks' notice.)*

**CERTIFICATION** – Each application requires current date and original signature

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with The Woodstock Academy. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers, and educational institutions listed regarding this application. I further authorize The Woodstock Academy to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, organizations or systems on a need-to-know basis for good cause.

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

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