



**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

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

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.

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**NOTE:**

We comply with the Fair Employment and Housing (FEHA) and the American with Disabilities Act (ADA). We consider reasonable accommodation measures that may be necessary for eligible applicants/ employees to perform essential functions. New 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				
College				
Graduate School				
Other				

## 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
Reason For Leaving		

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

Title/Position		Relationship to Reference	

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Have you ever applied for employment with this company  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 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 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.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

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

Company Representative \_\_\_\_\_ Date \_\_\_\_\_

## Writing Prompt

Laurence School's mission and culture strive to create a community that fosters a sense of belonging and inclusion. What does community mean to you? How would you support this mission?