

Application For Employment Lancaster Country Day School

THE SCHOOL COMPLIES WITH THE LAW REGARDING REASONABLE ACCOMMODATION FOR DISABLED EMPLOYEES. APPLICANTS REQUIRING REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN THE INTERVIEW PROCESS ARE REQUESTED TO CONTACT THE HIRING COORDINATOR IN ORDER TO ARRANGE SUCH ACCOMMODATION.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND MAKE ALL EMPLOYMENT DECISIONS, INCLUDING THOSE RELATED TO RECRUITMENT, HIRING, TRAINING, PROMOTION, AND RECOGNITION OF INDIVIDUALS ON THE BASIS OF THEIR ABILITY AND JOB RELATED QUALIFICATIONS AND WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CLASSIFICATION PROSCRIBED UNDER APPLICABLE FEDERAL STATE OR LOCAL LAW.

YOU MAY SUBMIT A COPY OF A CURRENT RESUME; HOWEVER AN APPLICATION MUST BE COMPLETED IN FULL IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

Position(s) Applied For						Date of Application								
Last Name			First Name			Middle Name								
Address				City		State		Zip Code						
Telephone Number(s) and E-mail Address						Social Security Number								
Educational Background														
			High School				*Undergraduate College/University				*Graduate/Professional			
School Name and Location														
Year Completed			9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree														
Describe Course of Study														
Teaching Certificates														
Describe any specialized training, apprenticeship, skills and extracurricular services														
Describe any honors you have received														
State any additional information you feel may be helpful to us in considering your application														

Employment Experience

Please provide information concerning your work history by filling this section out completely. List present or most recent job first. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying. (If more space is needed, write on a separate page). You may attach a resume in addition to completing the following but you still must fill out the following. Please provide explanation for any gaps in time in employment history. Please circle the name of any employer or supervisor whom you do not want contacted at this time.

Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Is there any additional information we should be aware of that if discovered while you were employed at the School could discredit the School? If yes, please describe.

General Background Information

Have you ever filed an application with us before? Yes No If Yes, give date

Have you ever been employed with us before? Yes No If Yes, give date

Are you currently employed? Yes No

If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States? Yes No

Should you be offered a job you will be required to show proof of employment authorization.

You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, and convictions resulting from a plea of “nolo contendere” (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Teaching or Employment References

Please give three references that are not related to you but were former or current employers.

1.	Name	Position	Phone #
	Address		e-mail address
2.	Name	Position	Phone #
	Address		e-mail address
3.	Name	Position	Phone #
	Address		e-mail address

Applicant's Certification and Release Authorization

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the employer to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from this employer. I will hold previous employers and references harmless of any and all claims that I might otherwise have against them with regard to statements made to this school. I understand that an offer of employment by the school is contingent upon obtaining reference information as well as upon the successful completion of a Criminal History Record check and a PA Child Abuse History Clearance. I understand that false information, omissions or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire, withdrawal of offer, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at will and that I will not have a contract for employment nor a guarantee of employment. The School is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

Signature

Print Name

Date