



Employment Application

It is the policy of Eton School Foundation that no person shall be subjected to discrimination because of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, marital status, honorably discharged veteran or military status, or the presence of any physical, mental or sensory disability. This policy is consistent with Titles VI and VII of the 1964 Civil Rights Act; Sections 503 and 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975 and the Age Discrimination in Employment Act of 1976; the Governor's Executive Order 85-09; the Americans with Disabilities Act; and the Washington State Law Against Discrimination, RCW 49.60. The non-discrimination policy applies to every aspect of Eton School's programs, practices, policies and activities, including client services and employment practices.

Should you need reasonable accommodation when completing the application form or during the selection process, contact the Human Resources Department at employment@etonschool.org.

Applicant Information

Prefix _____ Last Name _____ First Name _____

Middle _____ Pronouns _____ Email _____

Address _____ City _____ State _____ Zip _____

Cell Ph _____ Home Ph _____ Are you 18 years or older? ☐ YES ☐ NO

Are you legally authorized to work in the United States? ☐ YES ☐ NO

Proof of eligibility documentation must be provided at time of hire as required by law.

The Washington State Department of Early Learning requires Eton School to obtain background checks from all employees every three years. Are you willing to submit to a background check? ☐ YES ☐ NO

Desired Employment

Applying for: ☐ Full Time ☐ Part Time ☐ Temporary Position: _____

Desired Work Schedule _____

Date Available to Start _____ Desired Salary _____

Have you applied for employment with Eton School within the last 12 months? ☐ YES ☐ NO

Have you ever worked for Eton School before? ☐ YES ☐ NO

If yes, please provide your title and dates of employment _____

References

Please list two to three professional references.

Full Name _____ Company _____

Phone _____ Email _____

Full Name _____ Company _____

Phone _____ Email _____

Full Name _____ Company _____

Phone _____ Email _____

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Education

High School _____ City/State _____

Dates Attended _____ Graduated? ☐ YES ☐ NO **OR** GED? ☐ YES ☐ NO Date of GED _____

College _____ City/State _____

Dates Attended _____ Major/Course of Study _____ Graduate ☐ YES ☐ NO

College _____ City/State _____

Dates Attended _____ Major/Course of Study _____ Graduate ☐ YES ☐ NO

College _____ City/State _____

Dates Attended _____ Major/Course of Study _____ Graduate ☐ YES ☐ NO

Graduate School _____ City/State _____

Dates Attended _____ Degree _____ Graduate ☐ YES ☐ NO

Special Skills and Training

Please describe any special, job-related skills and qualifications acquired from employment, other education or volunteer experiences, etc. Do not include experiences that would indicate race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, marital status, honorably discharged veteran or military status, or the presence of any physical, mental or sensory disability.

Other Information

Have you ever left employment before the end of a contracted term? ☐ YES ☐ NO

Have you ever been terminated or asked to resign from your job? ☐ YES ☐ NO

If yes, please explain:

Have you ever been disciplined because of behavior involving inappropriate conduct with student(s)? ☐ YES ☐ NO

If yes, please identify the behavior and explain:

Have you ever been or are currently being investigated for sexual misconduct with a minor? ☐ YES ☐ NO

If yes, please identify the behavior and explain:

Will you be able to perform the essential functions of the job, with or without reasonable accommodations? ☐ YES ☐ NO

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Previous Employment

Company _____ Supervisor _____

Address _____ Phone _____

May we contact this employer? ☐ YES ☐ NO

Job Title _____ Dates of Employment _____ to _____

Responsibilities:

Company _____ Supervisor _____

Address _____ Phone _____

May we contact this employer? ☐ YES ☐ NO

Job Title _____ Dates of Employment _____ to _____

Responsibilities:

Company _____ Supervisor _____

Address _____ Phone _____

May we contact this employer? ☐ YES ☐ NO

Job Title _____ Dates of Employment _____ to _____

Responsibilities:

Company _____ Supervisor _____

Address _____ Phone _____

May we contact this employer? ☐ YES ☐ NO

Job Title _____ Dates of Employment _____ to _____

Responsibilities:

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Signature

Please read the following carefully before signing this application:

- I certify that the information given by me is true in all respects.
- I understand that the misrepresentation or omission of facts on this application, on my resume or during any stage of the hiring process will eliminate me from further consideration or, if discovered after hire, may result in the termination of employment.
- I understand that the information contained in this employment application or my being invited to participate in any stage of the hiring process is NOT intended to create an employment contract between Eton School and myself. If an employment relationship is established, I understand that employment with Eton School is “at-will” and I have the right to terminate my employment at any time, for any reason or no reason, with or without notice, and Eton School has the right to terminate my employment at any time, for any reason or no reason, with or without notice. The School’s policies and procedures, including employment at-will, cannot be modified in any way without express written intent to do so by the head of Eton School.
- I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
- I understand Eton School requires all employees to successfully complete background checks. I further understand that employment is contingent on passing the criminal background checks.
- Unless otherwise noted above, I authorize Eton School and its representatives to contact my prior employers, former supervisors, school personnel and all others for the purpose of verifying the information I have supplied during the selection process and to obtain job-related information regarding my knowledge, skills, abilities, performance of duties and compliance with policies. I authorize my prior employers to provide Eton School any job-related information, personal or otherwise, they may have regarding me and I release Eton School and them from any liability resulting from the release of this information. I further authorize all employers, schools and other persons to provide any information or transcripts that may be requested by Eton School, which will be used to determine if I am qualified to perform the job duties for which I am applying.
- I understand that all school property must be returned and any indebtedness to Eton School must be paid on or before my last day of work. I authorize Eton School to deduct from my final paycheck an amount necessary to satisfy any unpaid obligation.

By signing below, I acknowledge that I have read, understand and agree with the above statements and it is my responsibility to read the Eton Employee Manual.

Signature _____

Date _____