

1700 West Thompson
Street Philadelphia, PA
19121



215-763-3660
215-763-9844 Fax
www.gesuschool.org.org

Employment Application

The Gesu School is an equal opportunity employer and affords equal opportunity to all applications for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by law.

Position(s) Applying For		Date of Application	
Last Name		First Name	Middle Name
Address		City	State ZIP
Preferred Phone Number		Alternate Phone Number	
Preferred Email			
How did you hear about this position?			
☐ Newspaper ☐ Website ☐ Current Gesu Employee _____			
☐ Other _____			

Are you eligible to work in the United States?
(Proof of eligibility will be required upon offer of employment.)

☐ Yes

☐ No

Are you over the age of 18 years?
(If no, you may be required to provide authorization.)

☐ Yes

☐ No

Have you ever applied to the Gesu School before?
(If yes, please provide date.) _____

☐ Yes

☐ No

Have you ever worked at the Gesu School before?
(If yes, please provide date.) _____

☐ Yes

☐ No

Is anyone related to you employed at the Gesu School? ☐ Yes ☐ No
(If yes, please give his or her name and relationship to you.) _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? ☐ Yes ☐ No
(If yes, please explain.) _____

EDUCATION

	Name and Location	Course of Study/Major	# of Years Completed	Diploma/Degree
High School				
College				
Graduate				
Vocational				

Do you hold a valid teaching certificate (if applying for a teaching position)? ☐ Yes ☐ No
(If yes, from which state(s)?) _____

Describe any specialized training apprenticeships, certificates, licenses, or skills.

Have you received any job-related training from the military? ☐ Yes ☐ No
(If yes, please give dates and explanation.) _____

EMPLOYMENT HISTORY

*Please list the names of your present and previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. DO NOT ANSWER "SEE RESUME." Fill out this form **completely**.*

Employer	Location	Work Assignment	Hire Date	Date Left	Total Years

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment.

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES

Please provide three persons, who are not related to you or previous supervisors, who can provide professional references.

Name	Address	Phone	Relationship/Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

Please read carefully before signing.

I hereby certify that all the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the **falsification, misrepresentation or omission of any facts in said documents will be a cause for denial of employment or immediate termination of employment regardless of the time or circumstances of discovery.**

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Gesu School that such employment is at will, for no specified duration and may be terminated by either the school or myself at any time, with or without cause or notice. I understand that this document and the documents, policies, procedures, actions, or statements of the Gesu School or its representatives used during the employment process are not contracts of employment real or implied. I understand that no representative of the school except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President.

In consideration for employment with the Gesu School, if employed, I agree to conform to the rules, regulations, policies, and procedures of the Gesu School at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the Gesu School's business, attendance and punctuality are considered essential requirements of every job at the Gesu School and the poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the Gesu School, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize all schools, former employers, references, courts, and any others who have information about me to provide such information to the Gesu School and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability and for any and all damage that may result from providing such information. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that this application is considered current for 45 days. If I wish to be considered for employment after this period, I must complete and submit a new application.

AS A CONDITION OF YOUR EMPLOYMENT AND CONTINUED EMPLOYMENT, GESU SCHOOL MAY REQUIRE CERTAIN VACCINATIONS. GESU SCHOOL WILL FOLLOW ANY LEGALLY REQUIRED EXCEPTIONS TO ITS VACCINATION REQUIREMENTS.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature _____ Date _____