



Horace Mann School Application for Employment

Horace Mann School is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons.

Applicant Name: _____ Date: _____

Email: _____ Telephone #: _____

Address: _____

Position: _____

Type of employment desired: ____full-time ____part-time ____temporary

Date you will be available to start work: _____

Are you able to meet attendance requirements? _____Yes _____No

Are you able to perform, with or without reasonable accommodation, the essential functions of the job for which you are applying? (The School will work with an otherwise qualified individual to accommodate their disability)

_____Yes _____No

Have you ever been previously employed by the Horace Mann School? _____Yes _____No

Are you legally authorized to work in the United States? _____Yes _____No

Will you now, or in the future, require sponsorship for employment visa status? _____Yes _____No

If you are under 18, can you furnish a work permit if it is required? _____Yes _____No

How were you referred to us? _____

Employment History:

Please provide all employment information for your past three employers starting with the most recent.

1) Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____

Job summary: _____

Reason for leaving: _____

2) Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____

Job summary: _____

Reason for leaving: _____

3) Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____
Dates employed: _from _____ to _____
Job summary: _____
Reason for leaving:_____

Other Skills and Qualifications:

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History:

List school name and location, years completed, course of study, and any degrees earned:

High school:_____

College: _____

Technical Training: _____

Other: _____

References: List 3 references

Include: name, title, email address, telephone number, and years known (do not include relatives):

I understand that this application is not an offer of employment. If an employment relationship is established, I understand that the Horace Mann School follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this if I am offered the job.

I understand that the Horace Mann School will thoroughly investigate my work and personal history and verify all data given on the application, on related papers, and in interviews. I voluntarily authorize the Horace Mann School or an outside investigative agency to conduct such investigation and I further authorize all individuals, schools and organizations named within to provide any information requested about me, and I release them from all liability for damages in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant signature:_____Date:_____