APPLICATION FOR EMPLOYMENT

(WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)

APPLICANT'S STATEMENT

I understand that the School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, sexual orientation, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. 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 the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the President may do so in writing. If I am hired under a contract, the contract will control the terms of my employment.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS
IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

_____ _____

Date Applicant's Signature

Each inquiry on this application must be fully answered or completed. Otherwise, you will not be considered for employment.

PERSONAL DATA

Last Name	First Name	Middle Name
Present Address Street and Number City, State, Zip	How long have you lived there: Years Months	
Previous Address Street and Number City, State, Zip	How long have you lived there: Years Months	
Telephone Number(s)	Social Security Number	Are you 18 years of age or older: ☐ Yes ☐ No

Position Desired: _____ Placement Desired: ☐ Full-Time ☐ Part-Time ☐ Temporary

When are you available for work? _____

PREVIOUS EMPLOYMENT

Please list the names of your present or 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 1		**Dates Employed**		**Work Performed**
		From (M/Yr)	**To (M/Yr)**	
Telephone Number(s)				
Address		**Hourly Rate/Salary**		
Job Title	**Supervisor Name & Title**	**Starting**	**Final**	
Reason for Leaving				

Employer 2		**Dates Employed**		**Work Performed**
		From (M/Yr)	**To (M/Yr)**	
Telephone Number(s)				
Address		**Hourly Rate/Salary**		
Job Title	**Supervisor Name & Title**	**Starting**	**Final**	
Reason for Leaving				

Employer 3		**Dates Employed**		**Work Performed**
		From (M/Yr)	**To (M/Yr)**	
Telephone Number(s)				
Address		**Hourly Rate/Salary**		
Job Title	**Supervisor Name & Title**	**Starting**	**Final**	
Reason for Leaving				

Employer 4		**Dates Employed**		**Work Performed**
		From (M/Yr)	**To (M/Yr)**	
Telephone Number(s)				
Address		**Hourly Rate/Salary**		
Job Title	**Supervisor Name & Title**	**Starting**	**Final**	

Reason for Leaving				

BACKGROUND INFORMATION

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.

List any other names which you may have used and which will be necessary to verify prior to your employment:

If hired, can you provide proof that you are legally entitled to work in the U.S.? ☐ Yes ☐ No

If not, what steps must be taken for you to begin employment lawfully?

Have you ever been terminated or asked to resign from any job? ☐ Yes ☐ No

If yes, please explain circumstances:

May we contact your current employer? ☐ Yes ☐ No

If no, please explain:

Have you ever worked for this School before? ☐ Yes ☐ No

If yes, please give dates and position:

Do you have any friends or relatives working here? ☐ Yes ☐ No

If yes, Name(s) and Relationship:

Do you have any commitments to any other employer which may affect your employment? ☐ Yes ☐ No

If yes, explain:

EDUCATION

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
Elementary	4 5 6 7 8			
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Correspondence				

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

OTHER INFORMATION

Please describe any other experience that you have which would be relevant to the job for which you are applying:

Please review our mission statement at www.sjprep.org. If hired, concisely describe how you would implement the principles of the mission into your day to day activities in your position.