

Application for Employment
(Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: _____

I. Personal Information

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Social Security Number Telephone

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

1. Is there any information we would need about your name or use of another name for us to be able to check your work record?

Please specify: _____

2. Do you have any relatives who are presently (or have formerly been) employed by Grandma's House or West Oaks Private School?

3. How were you referred to us? _____

4. Have you ever been convicted of a felony? Yes No

If yes, please explain:

II. Educational History

School Name/Location Years Completed Degree/Diploma

High School _____
College _____
Tech. Training _____
Other _____

III. Employment Record (Please include all employment for the last five years.)

1. _____
 Company Name (Current or Most Recent Employer) _____ Position Held _____
 Address _____ Dates Employed: _____
 From _____ To _____
 Manager / Supervisor _____ Telephone _____ Wage/Salary _____
 Reason For Leaving _____

2. _____
 Company Name _____ Position Held _____
 Address _____ Dates Employed: _____
 From _____ To _____
 Manager / Supervisor _____ Telephone _____ Wage/Salary _____
 Reason For Leaving _____

3. _____
 Company Name _____ Position Held _____
 Address _____ Dates Employed: _____
 From _____ To _____
 Manager / Supervisor _____ Telephone _____ Wage/Salary _____
 Reason For Leaving _____

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

(Employer's Name) _____ Reason _____
 (Employer's Name) _____ Reason _____

IV. References Please do not include relatives or former employers.

1. _____
Name _____ Years Known _____

Address _____ Telephone _____

Occupation _____

2. _____
Name _____ Years Known _____

Address _____ Telephone _____

Occupation _____

3. _____
Name _____ Years Known _____

Address _____ Telephone _____

Occupation _____

V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? _____
2. Do you have any objection to working overtime? Yes No
3. Can you work overtime without prior notice? Yes No

VI. Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?
\$ _____ per _____