

# Application for Employment

## The Gregory School

**EEO Statement:** *The Gregory School is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic testing, veteran status, physical or mental disability; or on any other basis prohibited by law.*

### General Information:

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

Current Fax Number: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Position Desired

Salary Desired

Earliest Start Date

Full-Time

Part-Time

Consultant

Have you ever applied to The Gregory School before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

How did you find out about The Gregory School? \_\_\_\_\_

Are you legally permitted to work in this country?  Yes  No

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, give details on a separate page and attach to the application.

*Note: a criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements*

### Education / Training:

High School \_\_\_\_\_ City & State \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_  
Did you graduate:  Yes  No

College \_\_\_\_\_ City & State \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_  
Did you graduate:  Yes  No

Graduate/Trade School \_\_\_\_\_ City & State \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_  
Did you graduate:  Yes  No

## Previous Experience (Start with current or most recent employer):

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From (Month/Year)	Firm Name	Phone #	Starting Salary	Final Salary
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To (Month/Year)	Street	City	State	Zip
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Job Title	Supervisor's Name	Supervisor's Title	Supervisor's Phone No.
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Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [ ] Yes [ ] No If no, when? \_\_\_\_\_

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From (Month/Year)	Firm Name	Phone #	Starting Salary	Final Salary
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To (Month/Year)	Street	City	State	Zip
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Job Title	Supervisor's Name	Supervisor's Title	Supervisor's Phone No.
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Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [ ] Yes [ ] No If no, when? \_\_\_\_\_

## Previous Experience, Contd.

From (Month/Year)	Firm Name	Phone #	Starting Salary	Final Salary
To (Month/Year)	Street	City	State	Zip
Job Title	Supervisor's Name	Supervisor's Title	Supervisor's Phone No.	

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [ ] Yes [ ] No If no, when?

## Additional Qualifications:

Please identify any additional knowledge, skills, qualifications, or awards that will be helpful to us in considering your applications for employment.

\_\_\_\_\_  
\_\_\_\_\_

## References:

Please provide the names of three professional references, not related to you, who can best provide pertinent information as to your character and capabilities for the position you are applying or being considered for. These individuals are generally your previous supervisors.

<b>Name/Title:</b>	<b>Organization:</b>	<b>Relationship:</b>	<b>Telephone #:</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **Applicant's Certification:**

### **Applicant's Certification of Truthfulness, Agreement to Background Checks, and Understanding of "AT WILL" Employment**

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application, or termination of employment.

I understand an employee of The Gregory School may make an investigation as to my character and general reputation. I authorize all current and past employers, schools, persons, and organizations having relevant information or knowledge to provide it to The Gregory School for the use in deciding whether or not to offer me employment. I hereby release The Gregory School, its representatives and all such employers, schools, persons and organizations from all liability in making or responding to inquiries in connection with my application.

I understand that if an employment relationship is established, my employment can be terminated at any time, with or without cause or notice, at the option of either The Gregory School or myself. I further understand that nothing contained in this application or in any other oral communication or representation from The Gregory School or any Gregory School representative made at any time constitutes a contract, guarantee, promise or any other binding obligation on The Gregory School.

Further, if granted a position with The Gregory School, I will comply with all of Independent School' policies and procedures, a copy of which will be provided on or before my first week of employment.

In signing this form, I certify that I understand all the questions and statements in this application.

Acknowledged:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date