



Application for Employment

To Applicant: We are an equal opportunity employer and comply with all federal, state, and local laws, which prohibit discrimination in employment because of race, color, national origin, citizenship, age, sex, religion, disability, marital status, sexual orientation, and veteran status, or any other protected category.

GENERAL EMPLOYMENT INFORMATION

Current Date: ____/____/____

Name: _____

Address: _____ City: _____ Zip: _____

Email address: _____

Please MAIN contact#: Cell-: _____ Home-: _____ Other-: _____

Social Security Number: ____ - ____ - ____ Date of birth: ____/____/____

Position Applied For: _____

Salary Desired: _____ Date Available: ____/____/____

EMERGENCY CONTACT: _____ Relationship: _____

Please MAIN contact#: Cell-: _____ Home-: _____ Other-: _____

EDUCATION

*You may instead attach a resume that includes all requested information about your education, employment history, and professional activities. **Please provide copies of your Transcripts and/or Montessori Certifications.***

Secondary School

School: _____ Address: _____

Did you graduate? (check one): -Yes -No If No, number of years completed: _____

Special accomplishments, awards, honors, and publications that may be relevant to the job for which you are applying _____

College or University

School: _____ Address: _____

Did you graduate? -Yes -No If No, number of years completed: _____ Degree: _____

Special accomplishments, awards, honors, and publications that may be relevant to the job for which you are applying _____

Post-Graduate Education

School: _____ Address: _____

Did you graduate? -Yes -No If No, number of years completed: _____ Degree: _____

Special accomplishments, awards, honors, and publications that may be relevant to the job for which you are applying _____

Additional education, including certifications, special courses, and other programs

School: _____ Address: _____

Did you graduate? -Yes -No If No, number of years completed: _____ Degree: _____

Special accomplishments, awards, honors, and publications that may be relevant to the job for which you are applying _____

PROFESSIONAL, CIVIC, AND OTHER ACTIVITIES

Please list professional, trade, business or civic activities and offices held. Please do not include those activities that would tell us your race, sex, religion, national origin, sexual orientation, marital status or veteran status:

EMPLOYMENT HISTORY

Please list most recent position first.

Employer's Name: _____

Employer's Address and Telephone Number: _____

Dates of Employment: From _____ to _____ Job Title: _____

Duties Involved: _____

Supervisor's Name: _____ Reason for Leaving: _____

Additional Information: _____

Employer's Name: _____

Employer's Address and Telephone Number: _____

Dates of Employment: From _____ to _____ Job Title: _____

Duties Involved: _____

Supervisor's Name: _____ Reason for Leaving: _____

Additional Information: _____

Employer's Name: _____

Employer's Address and Telephone Number: _____

Dates of Employment: From _____ to _____ Job Title: _____

Duties Involved: _____

Supervisor's Name: _____ Reason for Leaving: _____

Additional Information: _____

PROFESSIONAL REFERENCES

If you have personal references, you may attach them to this application.

Name: _____ **Occupation:** _____

Address: _____ **Daytime Telephone Number:** _____

Dates Known / Relationship to you: _____

Name: _____ **Occupation:** _____

Address: _____ **Daytime Telephone Number:** _____

Dates Known / Relationship to you: _____

Name: _____ **Occupation:** _____

Address: _____ **Daytime Telephone Number:** _____

Dates Known / Relationship to you: _____

ADDITIONAL QUESTIONS

Have you ever been previously employed by Country Day School of Arlington? -Yes -No

If Yes, please state when: _____

Have you ever applied for a position at Country Day School of Arlington? -Yes -No

Are you legally authorized to work in the United States on a full-time or permanent basis? -Yes -No

Are you able to perform, with or without reasonable accommodation, the essential functions of the job or occupation for which you are applying? -Yes -No

Have you, since attaining the age of 18, been convicted of a criminal offense? (Conviction will not disqualify you from consideration for employment unless there is a direct relationship to the job or your employment would pose an unreasonable risk.) -Yes -No

PRE-EMPLOYMENT STATEMENT

The facts stated in my application for employment are true and complete. I understand that false or inaccurate statements or omissions of material fact shall be grounds for denial of employment and, if employed, for immediate dismissal. I authorize Country Day School of Arlington to investigate all statements and claims contained within this application and subsequent oral interviews, and acknowledge and agree that Country Day School of Arlington may check references from sources other than those personal references listed herein. I hereby release all current and former employers from any charges or damages for releasing any and all employment information, whether subjective or objective, to Country Day School of Arlington.

I also understand that an offer or acceptance of employment does not create a contract of employment or otherwise alter the at-will nature of my employment with Country Day School of Arlington.

Signature of Applicant: _____

Date: ____/____/____