



**EMPLOYMENT APPLICATION**

**Please print or type all information.**

Date\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Date of Birth\_\_\_\_\_ Social Security\_\_\_\_\_

E-Mail Address:\_\_\_\_\_

In case of emergency notify\_\_\_\_\_

Address\_\_\_\_\_

Home Phone\_\_\_\_\_ Business Phone\_\_\_\_\_

To what organizations do you belong: (Educational or Professional)\_\_\_\_\_

What prompted you to apply here? Advertisement Own Accord Referred Employee Referral

Position applied for\_\_\_\_\_

When could you report for work\_\_\_\_\_

Minimum acceptable salary\_\_\_\_\_

.....  
Name & address of:

High School\_\_\_\_\_

College\_\_\_\_\_

Graduate School\_\_\_\_\_

Undergraduate Major\_\_\_\_\_

Graduate Major\_\_\_\_\_

Degrees\_\_\_\_\_

Are you planning to further your education: No Yes When\_\_\_\_\_

Other Special Training Courses\_\_\_\_\_

Diploma or Certification (please specify\_\_\_\_\_

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

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**Indicate Last 3 Employers      Dates      Salary      Duties**

**1. Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**2. Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**3. Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Position \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Special Talents \_\_\_\_\_

Do you play any musical instruments? No Yes \_\_\_\_\_

Do you enjoy to singing?\_\_\_\_\_

**PHYSICAL RECORD:**

Are there any physical or personal limitations on the type of work you can do with children at school or the amount of time you can spend at work? No Yes: \_\_\_\_\_

Date of last physical exam \_\_\_\_\_

**REFERENCES:**

Please list 3 references, not including relatives or former supervisors.

1. Name \_\_\_\_\_ Address \_\_\_\_\_

Occupation \_\_\_\_\_ Telephone \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_

Occupation \_\_\_\_\_ Telephone \_\_\_\_\_

3. Name \_\_\_\_\_ Address \_\_\_\_\_

Occupation \_\_\_\_\_ Telephone \_\_\_\_\_

Have you ever been convicted of a crime or felony?  No  Yes: \_\_\_\_\_

Do you object to being fingerprinted?  Yes  No

Available for part-time employment?  No  Yes On what basis? \_\_\_\_\_

If a teacher applicant, are you available for substitute work?  Yes  No

Clerical Experience

Bookkeeping  Filing  Statistics  Clerical  Computer (PC \_\_\_ or Mac)

Typing Speed \_\_\_\_\_ Dictation Speed \_\_\_\_\_ Other \_\_\_\_\_

I understand that this is an application for employment and that no employment contract is being offered.

I authorize the prospective employer to inquire as to my record of any or all persons and of my former employers. In the event of my employment with The Kessler School, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective.

I understand that if I am employed, such an employment is for an indefinite period of time, and that the school can change wages, benefits and conditions at the end of each school year. I also understand that I may voluntarily leave or be terminated at any time and for any reason.

I understand that if I am employed, the first three months of my employment are an introductory period, and if my services have not proved satisfactory, my employment may be discontinued without prejudice.

Applicant's Signature \_\_\_\_\_

**DO NOT WRITE IN THE SPACE BELOW**

Date to start work _____	Temporary _____	Program _____
Position _____	Replaces _____	Salary _____
Remarks _____		
_____		
_____		