



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)_____

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 _____		

