

Application For Employment Stratford Friends School

THE SCHOOL COMPLIES WITH THE LAW REGARDING REASONABLE ACCOMMODATION FOR DISABLED EMPLOYEES. APPLICANTS REQUIRING REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN THE INTERVIEW PROCESS ARE REQUESTED TO CONTACT THE HIRING COORDINATOR IN ORDER TO ARRANGE SUCH ACCOMMODATION.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND MAKE ALL EMPLOYMENT DECISIONS, INCLUDING THOSE RELATED TO RECRUITMENT, HIRING, TRAINING, PROMOTION, AND RECOGNITION OF INDIVIDUALS ON THE BASIS OF THEIR ABILITY AND JOB RELATED QUALIFICATIONS AND WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CLASSIFICATION PROSCRIBED UNDER APPLICABLE FEDERAL STATE OR LOCAL LAW.

YOU MAY SUBMIT A COPY OF A CURRENT RESUME, HOWEVER AN APPLICATION MUST BE COMPLETED IN FULL IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

STRATFORD FRIENDS SCHOOL REQUIRES A COPY OF BOTH A CRIMINAL CLEARANCE REPORT AND AN ABUSE CLEARANCE REPORT FOR CONSIDERATION FOR EMPLOYMENT.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Street Address

City State Zip Code

Telephone _____
Home Work Cell

E-Mail: _____

Are you related to anyone working at Stratford Friends School?

No Yes, please provide:

Name Relationship

EMPLOYMENT DESIRED

Position Applied For: _____

Date Available: _____ Willing to Travel: No Yes _____%

Desired Work Hours: _____ Desired Pay: \$ _____ per _____

Have you previously been employed by the school? No Yes If Yes, dates _____

Are you currently employed? No Yes

How did you learn of our organization? _____

Referred by current employee (Name, Dept) _____

Background Data

Can you, after employment, submit verification of your legal right to work in the United States? Yes No
Should you be offered a job you will be required to show proof of employment authorization.

EDUCATION

List any educational degrees, programs or courses that you have taken which would be helpful for the performance of your job. Include present enrollments. Please note that we verify educational background. *Please list only accredited institutions.

	High School	*Undergraduate College/University	*Graduate/Professional
Name of School			
City/State			
Year Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Teaching Certificates	State	Date of Issuance/Expiration	Subject-Grade Level
Describe any specialized training, apprenticeship, skills and extracurricular services			
Describe any honors you have received			

List any certificates or licenses you hold that may help you qualify for employment:

License or Certification Number: _____ Expiration Date: _____

List any job-related professional or technical organizations to which you belong:

(You may exclude those which indicate race, gender, national origin, or any other protected classification of its members):

SOFTWARE SKILLS

Software and Operating Systems: (Check all that apply and circle skill level)	<input type="checkbox"/> Word Beg / Inter / Expert	<input type="checkbox"/> Excel Beg / Inter / Expert	<input type="checkbox"/> Power Point Beg / Inter / Expert	<input type="checkbox"/> QuickBooks Beg / Inter / Expert
	<input type="checkbox"/> Graphics _____ Beg / Inter / Expert		<input type="checkbox"/> Other _____ Beg / Inter / Expert	
	<input type="checkbox"/> Windows _____ Beg / Inter / Expert			

EMPLOYMENT EXPERIENCE

Please provide information concerning your work history by filling this section out completely. List present or most recent job first. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying. (If more space is needed, write on a separate page). You may attach a resume in addition to completing the following but you still must fill out the following. Please provide explanation for any gaps in time in employment history. Please circle the name of any employer or supervisor whom you do not want contacted at this time.

Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Is there any additional information we should be aware of that if discovered while you were employed at the School would reflect discredit upon the School? If yes please describe. _____

TEACHING OR EMPLOYMENT REFERENCES

Please give three references that are not related to you but were former or current employers.

Name and Contact Information	Organization/Position	Relationship	Years Known
1. Name:			
Phone	E-mail:		
2. Name:			
Phone:	E-mail:		
3. Name:			
Phone:	E-mail		

Applicant's Acknowledgment

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the employer to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that an offer of employment by the school is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history check. I understand that false information; omissions or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at will and that I will not have a contract for employment nor a guarantee of employment. The School is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

Signature

Print Name

Date