

# Application for Employment

# J127 Education Foundation

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

Position applying for: \_\_\_\_\_  Merritt Academy  Appletree  First Steps

## Personal Information:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

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

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

(Home Phone) \_\_\_\_\_ (Cell Phone) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

How did you learn about us/opening? \_\_\_\_\_

Have you reached your 18th birthday:  Yes  No \_\_\_\_\_

## Employment Desired:

Full-time  Part-time  Summer  On-Call

Days/Times available: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary desired: \_\_\_\_\_

Have you ever worked for a J127 Education Foundation (J127EF) school?  Yes  No \_\_\_\_\_

If yes. where and when? \_\_\_\_\_

Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?  Yes  No

It is the policy of J127EF to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, and individuals with a disability, any and other characteristic protected by Federal, State or Local law.

## Additional Information:

Do you speak a foreign language?  No  Yes If yes, what language(s)? \_\_\_\_\_

Please tell us about any special skills you have or any additional information about yourself that you would like us to know in considering you for a position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of any crime?  No  Yes If yes, please provide the date(s) and the offense(s). ("Yes" will not necessarily disqualify you from a job.) \_\_\_\_\_

Education	School Name	Years Attended	Year Graduated	Degree Recieved	Major
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High School \_\_\_\_\_

College \_\_\_\_\_

Graduate Work \_\_\_\_\_

Teaching Certification  No  Yes State \_\_\_\_\_ Date Issued \_\_\_\_\_ Level/Area \_\_\_\_\_

## Employment History:

Employer's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Position/Salary: \_\_\_\_\_

Name/Title/Phone of Supervisor: \_\_\_\_\_

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

May we contact your present employer:  Yes  No

Employer's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Position/Salary: \_\_\_\_\_

Name/Title/Phone of Supervisor: \_\_\_\_\_

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

Employer's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Position/Salary: \_\_\_\_\_

Name/Title/Phone of Supervisor: \_\_\_\_\_

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

Employer's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ Position/Salary: \_\_\_\_\_

Name/Title/Phone of Supervisor: \_\_\_\_\_

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

Please explain any gaps in employment: \_\_\_\_\_

*Please attach resume or additional job history to this application.*

## Professional References:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Job title: \_\_\_\_\_

Years known: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Job title: \_\_\_\_\_

Years known: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Job title: \_\_\_\_\_

Years known: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

While our desire is to be flexible with all our employees in scheduling, we reserve the right to alter work schedules in order to meet our business needs and provide the highest quality of care for all students. This application will remain on file for thirty (30) days. If you have not been employed within thirty (30) days of your application, you must reapply for a position with J127EF.

I understand that if I am employed by the J127 Education Foundation (J127EF), employment is "at will," which means the employment is not for a definite period and may be terminated either by myself or J127EF, at the sole discretion of either, for any reason, at any time. I understand that no one at J127EF has authority to make any different agreement except the Executive Director/Director by formal agreement in writing signed by the Executive Director and the employee. I allow J127EF to disclose information about my job performance to other employers.  
I authorize full investigation of all statements in this application.  
I understand that misrepresentation or omission of facts is cause for dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_