



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application		
How Did You Learn About Us?				
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In		
<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____			
Last Name	First Name	Middle Name		
Address: <i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Telephone Number(s)				
Email Address:		Social Security Number		

Are you at least 18 years of age? Yes No

Can you, after employment, submit verification of your legal right to work in the United States? Yes No

How many hours per week are you able to work? _____

Are you currently employed? Yes No

At last stage of application process we will need to contact your current employer.

May we contact your present employer? Yes No

Are you available to work: Full Time Part Time

On what date would you be available for work? _____

Have you ever been convicted of a felony? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Please indicate your shirt size for our school uniform shirts: _____

Are you certified in Standard First Aid? _____ (If Yes, include date)

Are you certified in CPR? _____ (If Yes, include date)

Describe any specialized training, apprenticeship, volunteer work, skills and/or extracurricular activities:

State any information that you feel may be helpful to us in considering your application:

Can you perform the essential functions of this job with or without accommodation? Yes No

The essential functions of this job are, for example:

- Lift children Yes No
- Change diapers Yes No
- Interact with children during gym and playground activities Yes No
- Safely monitor children's behavior at all times Yes No

EMPLOYMENT EXPERIENCE

(IF PROVIDING RESUME, PLEASE ATTACH TO APPLICATION)

Start with your present or last job. You may include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, sexual orientation, age, ancestry or other protected status.

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Please describe any special skills and/or qualification you have gained from previous employment: _____

REFERENCES

Please give the name and telephone number of three job-related references of people not related to you.

1.	()	
	(Name)	Phone #
	(Address)	
2.	()	
	(Name)	Phone #
	(Address)	
3.	()	
	(Name)	Phone #
	(Address)	

We have the right to contact any of the above people.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at the employment decision. In the event of employment, I understand that false or misleading information in my application or interview may result in discharge. In the event of employment, I understand that I will not have unmonitored contact with children. This is defined as "being out of sight or hearing of another staff person with a child for more than 5 minutes". This condition is required until I can present a completed and certified CORI check from OCCS. I understand that this condition is mandated by the OCCS and does not reflect any probable discrimination against me by The Tobin School, The Tobin Afterschool, or Westwood Children's School.

In the event of employment, I understand that I am required to abide by all rules and regulations of my employer, as stated in the Employee Handbook.

I understand that completing this application is not a guarantee or offer of employment. I understand if hired that I am an employee at will.

Signature of applicant

Date

