

Application for Employment

The Gregory School

EEO Statement: *The Gregory School is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic testing, veteran status, physical or mental disability; or on any other basis prohibited by law.*

Please email completed application with resume to: careers@gregoryschool.org

General Information:

Date: _____

Full Name: _____ Current Phone Number: _____

Current Fax Number: _____ Current Email Address: _____

Current Address: _____

Mobile Phone Number: _____

Position Desired Salary Desired Earliest Start Date

Full-Time
 Part-Time
 Consultant

Have you ever applied to The Gregory School before? _____ If yes, when? _____

How did you find out about The Gregory School? _____

Are you legally permitted to work in this country? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, give details on a separate page and attach to the application.

Note: a criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements

Education / Training:

High School City & State

Major Degree
Did you graduate: Yes No

College City & State

Major Degree
Did you graduate: Yes No

Graduate/Trade School City & State

Major Degree
Did you graduate: Yes No

Previous Experience (Start with current or most recent employer):

| | | | | |
|-------------------|-------------------|--------------------|------------------------|--------------|
| From (Month/Year) | Firm Name | Phone # | Starting Salary | Final Salary |
| To (Month/Year) | Street | City | State | Zip |
| Job Title | Supervisor's Name | Supervisor's Title | Supervisor's Phone No. | |

Responsibilities: _____

Reason For Leaving: _____

May we contact the above employer? [] Yes [] No If no, when? _____

| | | | | |
|-------------------|-------------------|--------------------|------------------------|--------------|
| From (Month/Year) | Firm Name | Phone # | Starting Salary | Final Salary |
| To (Month/Year) | Street | City | State | Zip |
| Job Title | Supervisor's Name | Supervisor's Title | Supervisor's Phone No. | |

Responsibilities: _____

Reason For Leaving: _____

May we contact the above employer? [] Yes [] No If no, when? _____

Previous Experience, Contd.

| | | | | |
|-------------------|-------------------|--------------------|------------------------|--------------|
| From (Month/Year) | Firm Name | Phone # | Starting Salary | Final Salary |
| To (Month/Year) | Street | City | State | Zip |
| Job Title | Supervisor's Name | Supervisor's Title | Supervisor's Phone No. | |

Responsibilities: _____

Reason For Leaving: _____

May we contact the above employer? [] Yes [] No If no, when?

Additional Qualifications:

Please identify any additional knowledge, skills, qualifications, or awards that will be helpful to us in considering your applications for employment.

References:

Please provide the names of three professional references, not related to you, who can best provide pertinent information as to your character and capabilities for the position you are applying or being considered for. These individuals are generally your previous supervisors.

| | | | |
|--------------------|----------------------|----------------------|---------------------|
| Name/Title: | Organization: | Relationship: | Telephone #: |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Applicant's Certification:

Applicant's Certification of Truthfulness, Agreement to Background Checks, and Understanding of "AT WILL" Employment

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application, or termination of employment.

I understand an employee of The Gregory School may make an investigation as to my character and general reputation. I authorize all current and past employers, schools, persons, and organizations having relevant information or knowledge to provide it to The Gregory School for the use in deciding whether or not to offer me employment. I hereby release The Gregory School, its representatives and all such employers, schools, persons and organizations from all liability in making or responding to inquiries in connection with my application.

I understand that if an employment relationship is established, my employment can be terminated at any time, with or without cause or notice, at the option of either The Gregory School or myself. I further understand that nothing contained in this application or in any other oral communication or representation from The Gregory School or any Gregory School representative made at any time constitutes a contract, guarantee, promise or any other binding obligation on The Gregory School.

Further, if granted a position with The Gregory School, I will comply with all of Independent School' policies and procedures, a copy of which will be provided on or before my first week of employment.

In signing this form, I certify that I understand all the questions and statements in this application.

Acknowledged:

Signature of Applicant

Date