



## APPLICATION FOR AT-WILL EMPLOYMENT

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

(PLEASE PRINT)

Position Applied for:		Date of Application:	
How Did You Learn About The Episcopal Day School of Christ Church?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)		Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?   
Yes  No

Have you ever filed an application with us before?  Yes  No      If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No      If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*  Yes  No

On what date would you be available to work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Can you travel if a job requires it?  Yes  No

Have you been convicted of a crime?  Yes  No  
(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This application will remain active for 180 days.**

**Education**

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				
<b>Other (Specify)</b>				

Indicate any foreign languages you speak, read, and/or write			
	FLUENT	GOOD	FAIR
<b>SPEAK</b>			
<b>READ</b>			
<b>WRITE</b>			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.
_____
_____
_____


## Employment Experience

Start with your present or last job. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status. Skip this section if you would like to attach a resume that outlines this information.

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

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business, or civic activities and offices held.

You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:

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**Additional Information**

**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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**Specialized Skills:** Check Skills/Equipment Operated

**Production/Mobile**

Software Name: \_\_\_\_\_

Other (list):

PC

\_\_\_\_\_

Calculator

\_\_\_\_\_

**State any additional information you feel may be helpful to us in considering your application.**

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**References**

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

**\*WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER\***

<b>FOR PERSONNEL DEPARTMENT USE ONLY</b>	
Position(s) Applied For Is Open:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position(s) Considered For: _____	Date _____
<b>NOTES:</b> _____	
_____	
_____	
_____	

## **Applicant's Statement**

I certify that 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 an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days.

Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

**I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION WOULD BE OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.**

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview     Yes     No

\_\_\_\_\_  
INTERVIEWER

\_\_\_\_\_  
DATE

Employed     Yes     No

Date of Employment \_\_\_\_\_

Job Title

Hourly Rate/  
Salary \_\_\_\_\_

Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE

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