



CALVARY

EPISCOPAL PREPARATORY

APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with Calvary Episcopal Preparatory. As part of our procedure for processing your employment application, all statements made by applicants for employment on this application form or during any interview may be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, sex, national origin, age, religion, civil union status, gender identity, sexual orientation, military or veteran status, genetic information, handicap, disability, or any other status protected by law.

POSITION DESIRED: _____

DATE OF APPLICATION: _____

PERSONAL INFORMATION

NAME (LAST, FIRST)			
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PREVIOUS ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMERGENCY CONTACT & TELEPHONE NUMBER		
EMAIL ADDRESS	ARE YOU OVER THE AGE OF 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOW DID YOU HEAR OF THIS OPENING?	IF YOU WERE REFERRED BY SOMEONE, PLEASE STATE THAT PERSON'S NAME:		
HAVE YOU APPLIED FOR A JOB WITH US BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHEN?	HAVE YOU EVER WORKED FOR US BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE DETAILS:		
DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF HIRED, YOU MUST PROVE ELIGIBILITY TO WORK IN THE U.S.) IF NO, PLEASE EXPLAIN:			
CHURCH / RELIGIOUS AFFILIATION:			

JOB AVAILABILITY

DATE YOU CAN START	TYPE OF EMPLOYMENT DESIRED <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SEASONAL
DESIRED SALARY	

EDUCATION

TYPE OF SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE MAJORED IN	NUMBER OF YEARS COMPLETED	GRADUATE? LIST DEGREES.
HIGH SCHOOL				
COLLEGE				
POST GRADUATE				
TRADE, BUSINESS OR OTHER EDUCATION				
SUBJECTS OF SPECIAL STUDY/RESEARCH, WORK OR TRAINING/SKILLS:				
PROVIDE PROFESSIONAL OR EDUCATION CERTIFICATIONS:				
PROVIDE ANY ADDITIONAL INFORMATION SUCH AS SPECIAL SKILLS, TRAINING, EQUIPMENT OPERATION, OR QUALIFICATIONS YOU FEEL WILL BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.				

****APPLICANTS FOR TEACHING POSITIONS WILL NEED TO SUBMIT COPIES OF TRANSCRIPTS, CERTIFICATIONS, AND SERVICE RECORDS FROM PREVIOUS SCHOOLS AND SCHOOL DISTRICTS.**

WORK HISTORY

START WITH MOST RECENT OR PRESENT EMPLOYER AND COMPLETE IN FULL. ATTACH ADDITIONAL WORK HISTORY ON A SEPARATE SHEET OF PAPER AS NECESSARY.

NAME & ADDRESS OF MOST RECENT EMPLOYER	TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR (NAME & POSITION)	DATE HIRED	STARTING PAY
JOB TITLE & DUTIES:	DATE LEFT	ENDING PAY
REASON FOR LEAVING:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME & ADDRESS OF PREVIOUS EMPLOYER	TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR (NAME & POSITION)	DATE HIRED	STARTING PAY
JOB TITLE & DUTIES:	DATE LEFT	ENDING PAY
REASON FOR LEAVING:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

NAME & ADDRESS OF PREVIOUS EMPLOYER	TELEPHONE NUMBER	
IMMEDIATE SUPERVISOR (NAME & POSITION)	DATE HIRED	STARTING PAY
JOB TITLE & DUTIES:	DATE LEFT	ENDING PAY
REASON FOR LEAVING:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU EMPLOYED TODAY? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHY DO YOU WANT TO MAKE A CHANGE?	
<p>CONSISTENT ATTENDANCE AND PUNCTUALITY ARE ESSENTIAL REQUIREMENTS OF EVERY JOB AT CALVARY EPISCOPAL PREPARATORY. IS THERE ANYTHING THAT WOULD INTERFERE WITH YOUR REGULAR ATTENDANCE AND PUNCTUALITY IF YOU ARE OFFERED A JOB AT CALVARY EPISCOPAL PREPARATORY?</p> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:		
<p>HAVE YOU EVER BEEN TERMINATED OR REQUESTED TO RESIGN FROM A POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE CIRCUMSTANCES:</p>		
<p>HAVE YOU EVER BEEN DISCIPLINED BY AN EMPLOYER, SUCH AS RECEIVED A WARNING, BEEN SUSPENDED, OR REQUIRED TO TAKE SPECIAL CLASSES RELATED TO A DISCIPLINARY MATTER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:</p>		

CRIMINAL RECORD

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATEDNESS, AGE AND TIME OF OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.

<p>HAVE YOU EVER BEEN CONVICTED OF A CRIME, OTHER THAN A MINOR TRAFFIC VIOLATION, WHICH HAS NOT BEEN ERASED OR ANNULLED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PROVIDE THE DETAILS OF EACH CONVICTION INCLUDING THE STATE AND CITY/TOWN, CITATION, DATE AND COURT:</p>

PROFESSIONAL REFERENCES

PLEASE LIST TWO PEOPLE, NOT YOUR RELATIVES, WITH WHOM YOU HAVE WORKED PROFESSIONALLY AND KNOWN FOR THREE YEARS OR MORE.

NAME	ADDRESS	TELEPHONE NUMBER	NATURE OF RELATIONSHIP

PERSONAL REFERENCES

PLEASE LIST TWO PEOPLE, NOT YOUR RELATIVES, WHOM YOU HAVE KNOWN FOR THREE YEARS OR MORE.

NAME	ADDRESS	TELEPHONE NUMBER	NATURE OF RELATIONSHIP

APPLICANT’S STATEMENT

PLEASE CHECK EACH OF THE FOLLOWING BOXES TO CONFIRM YOUR UNDERSTANDING AND AGREEMENT TO EACH OF THE FOLLOWING:

- I HAVE READ AND FULLY UNDERSTAND THE QUESTIONS ASKED IN THIS APPLICATION. I UNDERSTAND AND AGREE THAT THE APPLICATION IS NEITHER AN OFFER OF EMPLOYMENT NOR A CONTRACT. I CERTIFY THAT THE INFORMATION SET FORTH IN THIS EMPLOYMENT APPLICATION IS ACCURATE AND COMPLETE. I UNDERSTAND THAT ANY MISREPRESENTATION, FALSIFICATION, OR OMISSION ON THIS APPLICATION, IF ANY, WILL RESULT IN THE IMMEDIATE REJECTION OF MY APPLICATION OR, IF I AM HIRED, WILL RESULT IN MY IMMEDIATE TERMINATION FROM EMPLOYMENT.

- I AUTHORIZE CALVARY EPISCOPAL PREPARATORY AND ITS AGENTS AND REPRESENTATIVES TO CONTACT ALL OR ANY OF MY PAST EMPLOYERS, EDUCATION/ACADEMIC INSTITUTIONS, AND REFERENCES AND AUTHORIZE THEM TO PROVIDE ALL INFORMATION REQUESTED OF THEM, AND RELEASE AND HOLD HARMLESS ALL ENTITIES AND PERSONS FROM LIABILITY FOR PROVIDING SUCH A REFERENCE AND CALVARY EPISCOPAL PREPARATORY FOR ACTING OR RELYING ON THE INFORMATION SO RECEIVED.

- I AGREE THAT IF I AM HIRED I WILL CONFORM TO THE POLICIES AND PROCEDURES OF CALVARY EPISCOPAL PREPARATORY.

- I UNDERSTAND THAT NOTHING CONTAINED IN THIS EMPLOYMENT APPLICATION OR IN THE GRANTING OF AN INTERVIEW IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN CALVARY EPISCOPAL PREPARATORY AND MYSELF FOR EITHER EMPLOYMENT OR FOR THE PROVIDING OF ANY BENEFIT. NO PROMISES REGARDING EMPLOYMENT HAVE BEEN MADE TO ME. I UNDERSTAND, THAT IF EMPLOYED, MY EMPLOYMENT WILL BE AT-WILL, AND THAT I CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AT ANY TIME, AT THE OPTION OF CALVARY EPISCOPAL PREPARATORY.

- I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT WILL BE CONDITIONED ON THE SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK AND SUCH OTHER PRE-EMPLOYMENT TESTS OR BACKGROUND CHECKS AS MAY BE REQUIRED FOR A SPECIFIC JOB. I WILL, UPON REQUEST, SIGN ALL THE NECESSARY CONSENT FORMS.

PRINT NAME: _____ SIGNATURE: _____

DATE: _____

PLEASE RETURN COMPLETED EMPLOYMENT APPLICATION TO HEAD OF SCHOOL.