



PALISADES™

EPISCOPAL SCHOOL

Application for Employment

Palisades Episcopal School, an Equal Opportunity Employer

Thank you for your interest in employment with Palisades Episcopal School. 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: _____

PERSONAL INFORMATION

Name (Last, First)			
Present Address:	City:	State:	Zip Code:
Previous Address and Dates:	City:	State:	Zip Code:
Telephone Number:	Emergency Contact and 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 so, please provide details:		

Do you have the legal right to work in the U.S.? Yes No
(If hired, you must prove eligibility to work in the U.S.)

If no, please explain: _____

JOB AVAILABILITY

Date you can start: _____ Your availability: Days only Nights only Either days or nights
Can you work weekends? Yes No

Desired salary: _____ Type of employment desired:
 Full-time Part-time Temporary Seasonal

Are you prohibited from or limited in your performance of any job duties by any
restrictive covenants not to compete, confidentiality agreements, or other contracted

obligation? Yes No

If yes, please provide a copy of that agreement.

EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSES MAJORED IN	NUMBER OF YEARS COMPLETED	GRADUATE? List Degree(s)
High School				
College				
Postgraduate				
Trade, Business, or Other Education				

Subjects of special study/research, work or training/skills:

Provide any additional information such as special skills, training, equipment operation, or qualifications you feel will be helpful to us in considering your application:

WORK HISTORY

(Start with most recent or present employer and complete in full; attach additional work history on a separate piece of paper as necessary.)

1. Name and Address of Most Recent Employer:		Telephone Number:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title & Duties:	Date Left:	Last Rate:
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Name and Address of Employer:		Telephone Number:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title & Duties:	Date Left:	Last Rate:
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Name and Address of Employer:		Telephone Number:
Immediate Supervisor (Name and Position):	Date Hired:	Starting Rate:
Job Title & Duties:	Date Left:	Last Rate:
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you employed today? Yes No

Why do you want to make a change?

Consistent attendance and punctuality are essential requirements of every job at Palisades Episcopal School. Is there anything that would interfere with your regular attendance and punctuality if you are offered a job at Palisades Episcopal School?

Yes No If yes, please explain:

Have you ever been terminated or requested to resign from a position? Yes No
If yes, give circumstances

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? Yes No If yes, please explain:

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.

<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime, other than a minor traffic violation, which conviction has not been erased or annulled?
If yes, please provide the details of each conviction including the state and city/town, citation, date, and court:

PERSONAL REFERENCES

Please list two people, not your relatives, whom you have known for three years or more.

Name:	Address:	Telephone Number:
Name:	Address:	Telephone Number:

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 Palisades Episcopal School 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 Palisades Episcopal School 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 Palisades Episcopal School.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Palisades Episcopal School 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, without notice or cause, at any time, at the option of Palisades Episcopal School.

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 necessary consent forms.

Print Name: _____ Signature: _____

Date: _____