

St. Margaret of Scotland Episcopal School

Application for Employment

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER: St. Margaret's is an equal opportunity employer and do not unlawfully discriminate in employment. It is the policy of the School to ensure equal employment opportunity without discrimination on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law. St. Margaret's prohibits and will not tolerate any such discrimination. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the school.

Applicant Name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____

Telephone #: _____ Social Security #: _____ - _____ - _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

- ❖ Do you have any objections to working overtime if necessary? _____ Yes _____ No
- ❖ Can you travel if required by this position? (Limited to Few/Specific Jobs) _____ Yes _____ No
- ❖ Have you ever been previously employed by St. Margaret's? _____ Yes _____ No
- ❖ After hire, can you submit proof that you are legally authorized to work in the US? _____ Yes _____ No
- ❖ If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No
- ❖ Within the last seven years, have you been convicted of a crime, including a felony or a misdemeanor? A "conviction" includes a plea, verdict or finding of guilt regardless of whether sentence was imposed by the court. [You must not list (1) convictions related to marijuana more than two years ago, (2) convictions which have been judicially sealed, expunged or statutorily eradicated, (3) misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, and (4) any information concerning a referral to, and participation in, any pretrial or post trial diversion program.] _____ Yes _____ No

If "Yes," please state location, date, description and disposition of the case. (A conviction will not necessarily disqualify you from employment.) _____

- ❖ Are you currently out on bail or on your own recognizance pending trial for any crime, felony or misdemeanor? _____ Yes _____ No

If "Yes," please explain. (An affirmative response will not necessarily disqualify you from consideration for employment.) _____

- ❖ How were you referred to us? _____

Employment History

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and his/her title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and his/her title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and his/her title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary _____

Reason for leaving: _____

Have you ever been terminated or asked to resign from any job?

_____ **Yes** _____ **No**

If "Yes," please explain the circumstances. _____

Other Skills and Qualifications

In the space below, provide any additional information you believe will assist us in evaluating your qualifications for employment including job related training, skills, licenses, scholastic awards or honors. [You may exclude affiliations which might indicate race, religion, age, sex or any other protected classification.]

Educational History

List school name and location, number of years completed, course of study, and any degrees earned:

High School: _____

College: _____

Graduate School: _____

Technical Training: _____

Other: _____

References

List 3 professional references names, telephone numbers, and years known (do not include relatives or current employer):

I hereby certify that the information contained in this application form is true and correct. I understand that any falsification of this application or any other information supplied, including, without limitation, information on my resume (including falsification by omission or supplying misleading information), may result in the rejection of my application or, if employed, my immediate discharge, regardless of the time elapsed before discovery. I agree that, if during my employment, I am arrested and out on bail or on my own recognizance pending trial for any crime (felony or misdemeanor), I shall immediately notify the Human Resources Manager. The purpose of such disclosure is to promote the safety and well-being of the students of SMES, and I acknowledge the reasonableness of such purpose. My disclosure will not, standing alone, bar me from continued employment. I understand that my failure to comply with this requirement shall be grounds for my immediate dismissal.

Further to my separate written authorization (allowing SMES to conduct a background check), I authorize SMES to make an investigation concerning my application for employment, including, without limitation, an investigation of my personal and employment references, public records, criminal records, education and employment history. I authorize my prior employer(s), and other persons listed on the application, to give SMES any and all information concerning my application, character or work that may be requested, and I release all parties and persons from any and all liability for any damages that may result from furnishing such information.

If I am employed, and in consideration of my employment, I agree to comply with all of SMES' rules, standards, policies and procedures. I understand and agree that SMES' policies may be changed, removed, interpreted, or added to by SMES at its discretion, without prior notice to me, and I shall remain responsible for complying fully with any and all such changes, removals, interpretations and/or additions.

I understand that employment with SMES is on an at-will basis, which means that either I or SMES may terminate the employment relationship at any time for any reason, with or without cause of prior notice. SMES also reserves the right to change an employee's position, title, job responsibilities, or compensation level, at any time. This represents a fully integrated agreement with respect to the at-will nature of your employment relationship. Only the Headmaster can enter into a contrary agreement with you and only if it is accomplished in a written agreement that is signed by both you and the Headmaster.

I understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the U.S. Offers of employment are also conditioned upon SMES' receipt of satisfactory responses to reference and background checks.

I understand that as an educational institution SMES operates under certain statutory and legislative mandates. Therefore, any offer of employment is conditional and based upon submission by me to a Life Scan finger printing for Department of Justice clearance. Should the Department of Justice determine I am not qualified to work in a school setting SMES shall reject my application or, if employed, shall result in my immediate termination.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____