

Application for Employment

Long Form

Instructions: It is the policy of the Company to provide equal opportunity with regard to all terms and conditions of employment. The Company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____ Phone (_____)
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Position applied for _____ Social Security # _____ - _____

Shift preferred 1 2 3 Any Expected pay _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here? Yes No If yes, please give dates _____

If you are under 18 years old, can you provide a work permit if required? Yes No

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.) Yes No

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law. Yes No Need more information about the job's essential functions to respond.

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our Company? Yes No If yes, please explain: _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not required to furnish information about:

- a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace,
- an arrest, detention or disposition when there was no conviction,
- a misdemeanor conviction when the date of such conviction or the completion of any period of incarceration resulting from such conviction, whichever is later, was five or more years before the date of this application and you have not been convicted of any offense in the past five years. If you have been so convicted, you must report all convictions that occurred before and during the five-year period, or
- a "sealed record" (see below for more information on "sealed records").

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime? Yes No If yes, please provide date(s) and details: _____

Sealed Records: Disclosure of information relating to such records.

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to previous arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to previous arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the superior court for criminal prosecution.

Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first. You may include any verified work performed on a volunteer basis.

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Education Background

High School: _____ Location _____
Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____
Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____
Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____
Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education _____

Anti-Discrimination Clause

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local laws. No question on this application is used to limit or exclude an applicant from employment consideration. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, comments, jokes, or epithets, threats, insults, name-calling, offensive gestures, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. The Company takes all complaints of harassment seriously and each will be investigated promptly and thoroughly.

Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Lie Detector Tests:

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Applicant's signature _____ Date ____/____/____

**Cushing Academy Summer Session
Teaching Intern Application**

Cushing Academy
39 School Street, Box 8000
Ashburnham, MA 01430
mlee@cushing.org
978.827.7700

REQUIRED APPLICATION MATERIALS include:

- official Massachusetts Application for Employment (You may disregard items that refer to shift work as well as to full-time employment.)
- a current transcript (including undergraduate, graduate and/or transfer transcripts)
- a current résumé
- three recommendations from professors and/or job supervisors

Current E-mail Address: _____

College Address (if living at college): _____

Dates at Address: _____ Abroad Dates (if abroad this year): _____

Home/Permanent Address: _____

Dates at Address: _____

Status for next fall: Freshman Sophomore Junior Senior Graduate School

Major: _____ Minor: _____
Degree(s): _____ Expected Graduation: _____

Post-graduate institution(s): _____
Degree(s): _____ Specialization: _____
Date received/expected: _____
Teacher Certification (if any): _____

How did you hear about Cushing Academy's Summer Session?

Please read the Summer Session catalog to familiarize yourself with the program and specific courses offered; then, answer the following questions. If you do not have a copy of the catalog,

please call, write or e-mail to receive one, or go to our web site (www.cushing.org) at click on the Summer Session tab.

Teaching Preferences:

Program(s) or discipline(s) in which Specific Afternoon Activities/Electives you are most qualified to teach: (in order of preference):

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

1. List your special interests or extracurricular activities during the last two years, including any offices, positions of responsibility, or scholastic distinctions.

2. What is your proficiency in languages other than English? (Please be specific.)

3. How have you spent the last three summers?

4. Please describe any experience you have had working with adolescents, particularly in a residential setting.

5. Please describe any qualifications to direct athletics/community service (specify sports).

6. What are your plans for the coming academic year?

7. Interns are on duty in the dormitory at least one night a week and at least two weekends during the summer in addition to the duties as assigned on the opening weekend and the final two days of Summer Session. The job consequently consumes much of your time and energy over and above the time you spend in the classroom and/or on the athletic field. Once classes start, there are few social opportunities for staff members, and the job entails a radical transition from life outside boarding school. Our rules reflect the fact that you are living among middle and high school students. Therefore, no alcohol may be consumed in front of students, and no smoking is permitted on campus. For interns who are under the age of 21, any consumption of alcoholic beverages is prohibited by law.

Given the intensity of the five-week program (plus orientation days) and the lack of personal time that teaching in a boarding school entails, indicate why you want to take on this kind of responsibility. Refer to characteristics or experiences that qualify you for this work.

FOR OFFICE USE ONLY:

Applicant number _____ Employee number _____ Hire date ____/____/____

Position _____

Rate _____ Class _____ Skill _____

Other _____

Notes _____

Interview Results		
Interviewer	Date	Comments

Test Results				
Tests Administered	Date	Score	Rating	Comments and Interpretation

Reference Check Results
Employer 1:
Employer 2:
Employer 3:
Employer 4:

Attachments

- Résumé
- Applicant interview
- Employee data card
- Applicant reference check
- Payroll change notice