



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sex, genetic information, gender identity, national origin, age, marital or veteran status, sexual orientation, ancestry, religion, physical or mental disability or any other status protected by state or federal law. We offer reasonable accommodation to qualified persons with disabilities who are capable, with or without reasonable accommodation, of performing the essential functions of the job.

Please write/print legibly

Application for the following position(s):

Date of application:

Last Name

First Name

Middle

Street

Apt. No

City

State

Zip

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Cell Phone

Home Phone

Work Phone (Optional)

Email address

How did you learn about this position?

Are you legally eligible for employment in the United States? ____Yes ____No If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States? ____Yes ____No

Are you at least eighteen (18) years of age? ____Yes ____No

If you are under eighteen (18) years of age, you will be required to produce work eligibility papers before commencing employment.

Have you applied to work at Cushing Academy in the past? ____Yes ____No

Date: _____ Position Applied for: _____

Have you ever worked at Cushing Academy before? ____Yes ____No

Date: _____ Position Held: _____

Reason(s) for leaving: _____

Do you have any relatives working for/at Cushing Academy? ____Yes ____No

If yes, where do they work? What do they do?

Are you currently employed? ____Yes ____No

Have you ever been terminated, asked to resign or not offered a contract for the following year? ____Yes ____No

When are you available to start work? _____



APPLICANT'S ACKNOWLEDGMENT

- I authorize the employer to investigate any information, including my employment history, educational background, credit history, CORI and SORI, (Criminal Offender Record Information and Sex Offender Record Information) that it believes is relevant to my employment application.
- My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer.
- I understand that an offer of employment by the School is contingent upon obtaining reference information learned through the above-mentioned reference checks as well as upon the successful completion of a criminal background check.
- I certify that the information given herein and in any interview, is true and complete to the best of my knowledge.
- I understand that disqualification for hire or subsequent termination after hire will be the result should information be found to be untrue or inaccurate.
- I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment.
- I understand that if employed, my employment will be at-will and that I will not have a contract for employment nor a guarantee of employment.

Signature: _____

Printed Name _____

Date _____



REFERENCES

Name	Relationship	Address	Phone
1.			
2.			
3.			
4.			

EDUCATIONAL BACKGROUND

	High School	Undergraduate College/University	Advanced Degrees	Professional Certifications
School Name and Location				
Years Completed				
Describe Course of Study				
Describe any specialized training, apprenticeship, and extracurricular activities				
Describe any CPR training, medical training, or lifeguard training or certifications				
Describe any honors you have received				

Please be advised that Cushing Academy may require a copy of a transcript and/or a diploma from all schools that you have attended.



SPECIAL SKILLS AND QUALIFICATIONS

Please indicate any additional skills and qualifications you may wish us to consider (e.g., music, art, foreign languages, athletics) and any possible age groups that you would prefer to work with:

EMPLOYMENT HISTORY

Beginning with the most recent job, list your present and past employment. Work performed on a volunteer or unpaid basis may be included in history of experience.

<u>Company Name, Address, and Type of Business</u>	From		To			Job Title	Supervisor
	Mo	Yr	Mo	Yr			
<u>Telephone:</u>	Describe the work you did:						
	Reason(s) for leaving:						
<u>Company Name, Address, and Type of Business</u>	From		To			Job Title	Supervisor
	Mo	Yr	Mo	Yr			
<u>Telephone:</u>	Describe the work you did:						
	Reason(s) for leaving:						
<u>Company Name, Address, and Type of Business</u>	From		To			Job Title	Supervisor
	Mo	Yr	Mo	Yr			
<u>Telephone:</u>	Describe the work you did:						
	Reason(s) for leaving:						
<u>Company Name, Address, and Type of Business</u>	From		To			Job Title	Supervisor
	Mo	Yr	Mo	Yr			
<u>Telephone:</u>	Describe the work you did:						
	Reason(s) for leaving:						



<u>Company Name, Address, and Type of Business</u>	From		To		Job Title	Supervisor
	Mo	Yr	Mo	Yr		
<u>Telephone:</u>						
	Describe the work you did: Reason(s) for leaving:					

** If additional space is required, attach an additional sheet of paper to this application.