



Odyssey School fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with the requirements of the Americans With Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As an equal opportunity employer, we intend to comply fully with applicable federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws. Applications are only accepted for positions currently available and will only be considered for thirty (30) days from today's date or until the position applied for is filled, whichever first occurs.

AVAILABLE POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## Personal Data

\_\_\_\_\_  
Last Name                  First                  Middle    Social Security Number

\_\_\_\_\_  
Street Address    City                  State/Zip Code                  Telephone Number

Are you at least 18 years old? Yes      No      If not, state your age for child labor law purposes only: \_\_\_\_\_

Will you and can you work overtime, if required? \_\_\_\_\_  
\_\_\_\_\_

When will you be able to start work?  
\_\_\_\_\_

Have you taken any illegal drugs in the last 30 days?  
\_\_\_\_\_

How did you learn about Odyssey School? \_\_\_\_\_ If referral, who were you referred by \_\_\_\_\_

Have you ever applied or worked here before?                          Yes      No

If yes, provide date: \_\_\_\_\_

Are you legally authorized to work in the United States:                  Yes      No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?  
Yes      No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that an INS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization for work. This federal requirement must be satisfied as a condition of employment.

Have you been convicted of a felony within the last seven years?                      Yes      No

Date of Conviction: \_\_\_\_\_

*Note: Answering "yes" does not automatically exclude you from further consideration for the position. If yes, please explain on the Additional Comments section, including the penalty imposed.*

Have you been convicted within the last seven years of misappropriation of funds, embezzlement or other dishonest conduct, an offense involving the use of a weapon, physical assault or other violent crimes?

Yes      No

*Note: Answering "yes" does not automatically exclude you from further consideration for the position. If yes, please explain on the Additional Comments section.*

Have you ever been a defendant in a civil action for an intentional tort (intentional commission of a wrongful act)?                      Yes      No

If yes, include nature of the intentional tort and the disposition of the action in the Additional Comments section. *Note: Answering "yes" does not automatically exclude you from further consideration for the position.*

**Driving Record** (Answer only if driving is a requirement of the job for which you are applying)

Do you have a valid driver's license?                      Yes      No

State \_\_\_\_\_      License No.: \_\_\_\_\_

Have you had any tickets?                      Yes      No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your license ever been suspended or revoked? Yes      No      If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any DUI or DWI convictions? Yes      No

If yes, please state when you were convicted and explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education**

College or University: \_\_\_\_\_

City, State: \_\_\_\_\_

Degree: \_\_\_\_\_ If you did not graduate, number of credit hours: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Approximate GPA: \_\_\_\_\_

College or University: \_\_\_\_\_

City, State: \_\_\_\_\_

Degree: \_\_\_\_\_ If you did not graduate, number of credit hours: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Approximate GPA: \_\_\_\_\_

Technical or Trade School: \_\_\_\_\_

City, State: \_\_\_\_\_

Degree/Diploma/Certificate: \_\_\_\_\_

Program: \_\_\_\_\_

High School: \_\_\_\_\_

Diploma: Yes      No      If No, GED?    Yes    No

Licenses, Certifications, etc. \_\_\_\_\_

**Employment History** (Please complete for all full-time or part-time employment beginning with most recent employer)

\_\_\_\_\_  
Company Name Telephone #

\_\_\_\_\_  
Address Dates Employed From To

\_\_\_\_\_  
Name of Supervisor May we contact? Yes No Previous Pay Rate

State job titles and briefly describe job duties:  
\_\_\_\_\_  
\_\_\_\_\_

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Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_

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Address \_\_\_\_\_ Dates Employed From To \_\_\_\_\_

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Name of Supervisor \_\_\_\_\_ May we contact? Yes No \_\_\_\_\_ Previous Pay Rate \_\_\_\_\_

State job titles and briefly describe job duties:

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Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_

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Address \_\_\_\_\_ Dates Employed From To \_\_\_\_\_

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Name of Supervisor \_\_\_\_\_ May we contact? Yes No \_\_\_\_\_ Previous Pay Rate \_\_\_\_\_

State job titles and briefly describe job duties:

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Please explain any gaps in your employment history:

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Have you ever been discharged or forced to resign? Yes No If yes, explain:

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Did you receive any discipline in the last 12 months of active employment? Yes No

If yes, please explain: \_\_\_\_\_

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Were you given a performance evaluation within the last 12 months of active employment? Yes No

If yes, what was the range of scores used and what was your score? \_\_\_\_\_

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Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? Yes No If yes, please explain:

\_\_\_\_\_  
(You may be required to furnish a copy of the agreement)

**Military** (Complete only if you served in the military)

Branch of Service: \_\_\_\_\_

Number of Years/Months of Service: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Describe any military skills, training or experience you believe are relevant to the job for which you have applied:

\_\_\_\_\_  
\_\_\_\_\_

**References** (Two Recent Professional References Required)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Additional Comments** (Use the space below to supply any additional information relevant to the job for which you have applied)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **APPLICANT'S ACKNOWLEDGMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document will disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document will be cause for my dismissal at any time without prior notice.

I understand that, if employed, my employment is not for a specific term and may be terminated by me or my Employer(s) with or without notice or cause at any time. I further understand that no oral promise, Employer(s) policy, custom, business practice or other procedure (including the Personnel Handbook or any personnel manuals) constitute an employment contract or modification of the at-will employment relationship between me and the Employer(s).

I understand that applicants will be required to qualify for employment based on additional employment criteria including satisfactory results on a criminal background test and pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize Odyssey School to release the results of background checks and my pre-employment drug/alcohol test, any information on this application and any relevant information about me and release Odyssey School from any and all claims related to the lawful release of this information. I further authorize the release of any background check results of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

I acknowledge that this application will remain active for 30 days from this date. If I have not heard from the Company at the conclusion of this 30 day period, it is my responsibility to complete a new application if I still wish to be considered for employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_