

**OAK HALL SCHOOL
APPLICATION FOR EMPLOYMENT**

Oak Hall School is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, age, sex, gender identity, genetic information, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, protected medical condition, disability or any other protected status in accordance with all applicable federal, state and local laws. Applicants requiring reasonable accommodation in the application/interview process should notify us in advance of the interview.

Position Desired _____ Part time Full time Date _____

Name _____ Telephone No. _____

Present Address _____ How long have you lived there? _____
Street and Number City State Zip Code Years Months

Previous Address _____ How long have you lived there? _____
Street and Number City State Zip Code Years Months

E-mail Address _____

Are you over the age of 18 (If under 18, hire is subject to verification of minimum legal age)? Yes No

If under 18, please provide the name and address of your parent or guardian: _____

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

Have you ever applied to/worked for Oak Hall School before? Yes No If Yes, please give dates and position:

How were you referred to Oak Hall School? _____

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony? Yes No If yes, please describe the crime – state the nature of the crime(s), when and where convicted and disposition of the case:

If you answered "Yes" above, are you currently on probation or parole? Yes No

NOTE: Answering "yes" to these questions does not automatically disqualify you from employment, but false or misleading information will. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

RECORD OF PREVIOUS EMPLOYMENT – PLEASE NOTE: EVEN IF YOU ATTACH A RESUME, YOU MUST COMPLETE THIS SECTION.

Please list the names of your present or previous employers in chronological order with present or last employer listed first. **Be sure to account for all periods of time including any period of unemployment.** If self-employed, give firm name and supply business references. [Add additional page if necessary] List positions starting with most recent:

Employer _____ Telephone _____

Address _____

Position/Title _____ Supervisor/Title _____

Start Date _____ Date Left _____ Beginning Salary _____ Ending Salary _____

Duties _____

Exact Reason for Leaving _____

Employer _____ Telephone _____
Address _____
Position/Title _____ Supervisor/Title _____
Start Date _____ Date Left _____ Beginning Salary _____ Ending Salary _____
Duties _____
Exact Reason for Leaving _____

Employer _____ Telephone _____
Address _____
Position/Title _____ Supervisor/Title _____
Start Date _____ Date Left _____ Beginning Salary _____ Ending Salary _____
Duties _____
Exact Reason for Leaving _____

Employer _____ Telephone _____
Address _____
Position/Title _____ Supervisor/Title _____
Start Date _____ Date Left _____ Beginning Salary _____ Ending Salary _____
Duties _____
Exact Reason for Leaving _____

Have you ever been terminated or asked to resign from any job? Yes No
If yes, please explain circumstances:

Please explain fully any gaps in your employment history:

May we contact your current employer? Yes No. If No, please explain:

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying.

Have you ever used another name? Yes No. Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain:

MILITARY:

Branch _____
Rank in Military _____

Total Years of Service _____
Skills/duties acquired that may be relevant to your employment: _____

EDUCATION:

High School (Name) _____ Years completed: _____

Major Course of Study _____ Degree/Diploma _____

Describe any specialized training, experience, skills and extra-curricular activities _____

College/University _____ Years completed: _____

Major Course of Study _____ Degree/Diploma _____

Describe any specialized training, experience, skills and extra-curricular activities _____

Graduate/Professional _____ Years completed: _____

Major Course of Study _____ Degree/Diploma _____

Describe any specialized training, experience, skills and extra-curricular activities _____

Trade or Correspondence _____ Years completed: _____

Major Course of Study _____ Degree/Diploma _____

Describe any specialized training, experience, skills and extra-curricular activities _____

PERSONAL REFERENCES: (List only persons who know you well. **Do not** include relatives or previous employers)

Name	Occupation	Years Known	Contact Information (include telephone number)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF NINETY (90) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE AND UNDERSTAND THAT ANY FALSIFICATION OR WILLFUL OMISSION SHALL BE SUFFICIENT CAUSE FOR DISMISSAL OR REFUSAL TO HIRE.

Date

Signature of Applicant

APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position at Oak Hall School, I will comply with all rules and regulations of this School. I understand that any offer of employment is contingent upon completion of a Level II Background Check and that the School will require fingerprinting to obtain Public Records about me as part of that background investigation. I understand that should I decline to sign this consent or submit to fingerprinting, my application for employment may be rejected or my employment may be terminated.

I further understand that the School may contact my previous employers. I authorize those employers to disclose to the School all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the School, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the School with any pertinent information they may have regarding me.

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure employment can be grounds for rejection of application or, if I am employed by Oak Hall School, terms for my immediate termination from Oak Hall School. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: There is a 90 day probationary period which commences on the first day that I report to work. My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either the School (employer) or me at any time and for any reason whatsoever, with or without good cause.

It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by me and the Headmaster of the School. No supervisor or representative of the School, other than the Headmaster, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. Oral representations made before or after you are hired do not alter this Agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable.

**IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK A SCHOOL REPRESENTATIVE BEFORE SIGNING. I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THE SAME.
DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT.**

Signature of Applicant

Date