



**EMPLOYMENT APPLICATION**

**Instructions:** Print clearly in black or blue ink. Answer all questions. Sign and date the form. Disabled applicants can request any accommodation needed to enable them to complete the application. Please do not provide unrequested information as it will be automatically rejected. Thanks for your interest in employment at The Summit Country Day School.

<b>APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Position Applied for	Date Available		
Are you legally authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you previously worked for The Summit Country Day School?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
<b>EDUCATION</b>			
High School	Address		
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree		
College	Address		
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree		
Other	Address		
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree		
<b>REFERENCES</b>			
<i>Please list three professional references.</i>			
Full Name	Relationship		
Company	Phone ( )		
Address			
Full Name	Relationship		
Company	Phone ( )		
Address			
Full Name	Relationship		
Company	Phone ( )		
Address			
<b>PREVIOUS EMPLOYMENT</b>			
Company	Phone ( )		
Address	Supervisor		
Job Title	Starting Salary \$	Ending Salary \$	

Responsibilities			
From	To	Reason for Leaving	
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
<b>BACKGROUND REQUIREMENT</b>			
Have you ever been convicted of a crime with the exception of a minor traffic offense? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, please provide an explanation:	
Are you currently involved in any pending criminal cases? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, please provide an explanation:	
<b>DISCLAIMER AND SIGNATURE</b>			
<b>*PLEASE READ CAREFULLY BEFORE SIGNING*</b>			
I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.			
I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by The Summit Country Day School (hereinafter referred to as "The Summit"). I understand that none of the documents, policies, procedures, actions, statements of The Summit or its representatives used during the employment process is deemed a contract of employment-- express or implied. I understand that in employed, my employment will be "at will" and may be terminated by me or the Summit at any time, with or without reason. No representative of The Summit except the Head of School has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and any such agreements must be made in writing and signed by the Head of School of The Summit Country Day School.			
In consideration for employment with The Summit, if employed, I agree to conform to the rules, regulations, policies and procedures of The Summit at all times and understand that this is a condition of employment. I understand that due to the nature of The Summit, attendance and punctuality are considered essential requirements of every job at The Summit and that poor attendance or tardiness will result in disciplinary action.			
I understand that if offered a position with The Summit, I will be required to submit to pre-employment background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.			
I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to The Summit and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.			
The Summit is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected by law.			
BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS			
Signature		Date	