

Application For Employment

Glenelg Country School

GLENELG COUNTRY SCHOOL COMPLIES WITH THE LAW REGARDING REASONABLE ACCOMMODATION FOR DISABLED EMPLOYEES. APPLICANTS REQUIRING REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS ARE REQUESTED TO CONTACT THE HIRING COORDINATOR IN ORDER TO ARRANGE SUCH ACCOMMODATION.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND MAKE ALL EMPLOYMENT DECISIONS, INCLUDING THOSE RELATED TO RECRUITMENT, HIRING, TRAINING, PROMOTION, AND RECOGNITION OF INDIVIDUALS ON THE BASIS OF THEIR ABILITY AND JOB RELATED QUALIFICATIONS AND WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, ANCESTRY OR NATIONAL ORIGIN, AGE, MARITAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, DISABILITY, GENETIC INFORMATION, OR ANY OTHER CLASSIFICATION PROSCRIBED UNDER APPLICABLE FEDERAL STATE OR LOCAL LAW.

YOU MAY SUBMIT A COPY OF A CURRENT RESUME, HOWEVER AN APPLICATION MUST BE COMPLETED IN FULL IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

Position(s) Applied For	Date of Application
--------------------------------	----------------------------

Last Name	First Name	Middle Name
------------------	-------------------	--------------------

Mailing Address	City	State	Zip Code
------------------------	-------------	--------------	-----------------

Telephone Number(s)	
----------------------------	--

Have you ever filed an application with us before? **Yes** **No** **If Yes, give date** _____

Have you ever been employed with us before? **Yes** **No** **If Yes, give date** _____

Are you currently employed? **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**
Should you be offered a job you will be required to show proof of employment authorization.

Have you been convicted of a crime within the last 7 years? **Yes** **No**

If Yes, please explain:

(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions, which have not been expunged from the records.)

Education

List any educational degrees, programs or courses that you have taken which would be helpful for the performance of your job. Include present enrollments. Please note that we verify educational background. *Collegiate and graduate educational history should be submitted only for those institutions accredited by an accrediting agency recognized by the federal or state department of education. If you are unsure of the accreditation of your educational institution, it must be noted on this application. Submitting degrees or coursework from a non-accredited institution will be considered a misrepresentation.

	High School				*Undergraduate College/University				*Graduate/Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
School Name and Location												
Highest Year Completed												
Diploma/Degree												
Describe Course of Study												
Teaching Certificates												
Describe any specialized training, apprenticeship, skills and extracurricular services												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

Employment Experience

Please provide information concerning your work history by filling this section out completely, listing your four most recent employers. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying. (If more space is needed, write on a separate page). **You may attach a resume in addition to completing the following, but you still must fill out the following.** Please provide explanation for any gaps in time in employment history.

Present Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
May we contact? Yes / No				
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Have you ever been dismissed from a job position (including job positions not listed above) for inappropriate conduct? If yes, please describe the job position and the circumstances resulting in your dismissal. _____

Is there any additional information we should be aware of that if discovered while you were employed at Glenelg Country School would reflect poorly upon Glenelg Country School or would impair your credibility as a role model to students? If yes, please describe. _____

Employment References

Please give three references that are not related to you but were former or current employers.

1.	(Name)	(Position)	Phone #
	(Address)		
2.	(Name)	(Position)	Phone #
	(Address)		
3.	(Name)	(Position)	Phone #
	(Address)		

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PERSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Name

Date

Applicant's Acknowledgment

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Glenelg Country School to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My current and 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 any offer of employment by Glenelg Country School is contingent upon obtaining reference information learned through employment, education, and personal reference checks, including the MD 486 Employment History Check, as well as upon the successful completion of a criminal history and background check. I understand that omitting relevant information or providing misrepresentations or false or misleading information in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. Glenelg Country School is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

Signature

Print Name

Date