APPLICATION FOR EMPLOYMENT

The Williams School admits students of any race, color, gender, national or ethnic origin, and religious affiliation and does not discriminate on these bases in the administration of its admissions and educational policies, scholarship and loan program, and athletic and other school administered programs.

The Williams School provides equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, genetic information, national origin, age, disability, veteran status, or any other protected class, in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, benefits, and training. The School prohibits any form of unlawful employee harassment or improper interference with the ability of its employees to perform their expected job duties.

All employees of The Williams School hired on or after July 1, 1997 are required by state law to undergo a national criminal records check based on the submission of fingerprints. The School will coordinate this procedure, and any offer of employment is contingent upon the results on this report.

GENERAL INFORMATION (Please Print)

Last Name, First Name, Middle Initial	Social Security Number XXX-XX-_ _ _ _ (last 4 digits)	Date of Application
Mailing Address (No., Street, City, State, Zip)	Home Telephone	Email Address
Street Address (if different)	Work Telephone	Cellular Telephone
Salary Expectations	Applying for ☐ Full Time ☐ Part Time ☐ Temporary Can You Work Overtime? ☐ Yes ☐ No	
Position(s) Applying For	Have You Applied Before? ☐ Yes ☐ No Date: Position:	Have You Worked Here Before? ☐ Yes ☐ No Date: Position:
When Will You Be Available?		

EDUCATION

Check Highest Grade Completed: ☐ General Equivalency Diploma High School ☐ 9 ☐ 10 ☐ 11 ☐ 12

Name and location of school:_____

College ☐ 1 ☐ 2 ☐ 3 ☐ 4 Major:_____ Degree received: _____

Name and location of school: _____

☐ Graduate School Field of Study: _____ Degree received: _____

Name and location of school: _____

List any academic honors, scholarships, offices held, etc. (Do not list any that reflect your race, color, religion, gender, national origin, age, disabilities or veteran status):

Field(s) of Specialization:

Special Qualifications and Skills:

Professional Certification(s):

Area of Endorsement	License Number	State	Expiration Date

For positions that will require driving on School business as an essential job function:

Driver's License Type	License Number	Granted by (licensing authority)	Expiration Date

Clubs and other student organizations you have sponsored:

If you are interested in coaching, indicate the area and any related experience:

EMPLOYMENT – Starting with most recent, list all paid, unpaid/volunteer, and military employment for at least the last five (5) years and explain any periods of unemployment. You must complete this section even if attaching a resume.

May we ask your present employer about your character, qualifications, and employment record? ☐ Yes ☐ No

1	Dates of Employment (Month and Year) From To	Average Hours Per Week	Starting Salary $	Per
	Position Title	Number of Employees Supervised	Ending Salary $	Per
Name of Employer and Complete Mailing Address		Type of Business		
		Name of Supervisor	Telephone Number	
Reason for Leaving		If Your Name Has Changed, Your Name at the Time You Were Employed		
Description of Duties, Responsibilities, and Accomplishments				

2	Dates of Employment (Month and Year) From To	Average Hours Per Week	Starting Salary $	Per
	Position Title	Number of Employees Supervised	Ending Salary $	Per
Name of Employer and Complete Mailing Address		Type of Business		
		Name of Supervisor	Telephone Number	
Reason for Leaving		If Your Name Has Changed, Your Name at the Time You Were Employed		
Description of Duties, Responsibilities, and Accomplishments				

3	Dates of Employment (Month and Year) From To	Average Hours Per Week	Starting Salary $	Per
	Position Title	Number of Employees Supervised	Ending Salary $	Per
Name of Employer and Complete Mailing Address		Type of Business		
		Name of Supervisor	Telephone Number	
Reason for Leaving		If Your Name Has Changed, Your Name at the Time You Were Employed		
Description of Duties, Responsibilities, and Accomplishments				

4	Dates of Employment (Month and Year) From To	Average Hours Per Week	Starting Salary $	Per
	Position Title	Number of Employees Supervised	Ending Salary $	Per
Name of Employer and Complete Mailing Address		Type of Business		
		Name of Supervisor	Telephone Number	
Reason for Leaving		If Your Name Has Changed, Your Name at the Time You Were Employed		
Description of Duties, Responsibilities, and Accomplishments				

OTHER INFORMATION

1. Have you ever been fired or forced to resign from any job for any reason or have you ever quit a job after being notified that you would be fired? This does not automatically eliminate you from employment consideration. The circumstances, time elapsed, and employment record may be considered. If yes, explain where, when, the situation using a separate page if needed:	☐ Yes ☐ No
2. If you have been in the United States Military, was your discharge other than honorable? If so, explain.	☐ Yes ☐ No
3. Have you ever been convicted of a crime? "Convicted" is generally defined as having been found guilty by verdict of a judge or jury, having entered a plea of guilty or nolo contendere (no contest), or having been given probation, a suspended sentence or a fine. All felony and misdemeanor convictions and all convictions in State and Federal courts are criminal convictions and must be disclosed. Disclosure of such convictions is required even if you did not spend any time in jail and/or were not required to pay a fine. You may omit: (1) any charges that were dismissed or result in acquittal; (2) any conviction that has been set aside, vacated, annulled, expunged, or sealed; (3) any offense that was finally adjudicated in a juvenile court or juvenile delinquency proceeding; (4) any charges that resulted only in a conviction of a non-criminal offense; and (5) any misdemeanor conviction for simple possession of marijuana. If yes, state the nature of the crime(s), when and where convicted, and disposition of the case, using a separate page if needed: This does not automatically eliminate you from employment consideration. The date and nature of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may be considered. However, failure to be completely truthful and accurate about such circumstances may cause you to be disqualified from employment consideration.	☐ Yes ☐ No

4. If hired, would you have a reliable means of transportation to and from work?	☐ Yes ☐ No
5. Are you at least 18 years old? If under 18, hire is subject to verification that you have a valid work permit.	☐ Yes ☐ No
6. If hired, can you provide written evidence that you are legally eligible for employment in the U.S.?	☐ Yes ☐ No
7. Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?	☐ Yes ☐ No

REFERENCES

List below three (3) persons not related to you who have knowledge of your work performance within the last three (3) years.

First Name	Last Name	Telephone ☐ Home ☐ Work ☐ Cell
Mailing Address (No., Street, City, State, Zip)		Telephone ☐ Home ☐ Work ☐ Cell
Occupation	Relationship	No. of Years Acquainted
First Name	Last Name	Telephone ☐ Home ☐ Work ☐ Cell
Mailing Address (No., Street, City, State, Zip)		Telephone ☐ Home ☐ Work ☐ Cell
Occupation	Relationship	No. of Years Acquainted
First Name	Last Name	Telephone ☐ Home ☐ Work ☐ Cell
Mailing Address (No., Street, City, State, Zip)		Telephone ☐ Home ☐ Work ☐ Cell
Occupation	Relationship	No. of Years Acquainted

ACKNOWLEDGEMENT – Please read carefully, initial each paragraph, and sign below

Initials	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initials	I understand that unless employment at The Williams School is covered under an Employment Agreement that notes a specific term of employment, then it is considered "employment at will." "Employment at will" is employment for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the School. No promise or representations contrary to the foregoing are binding on the School unless made in writing and signed by me and the School's designated representative.
Initials	I understand this application will be active for a period of 60 days and that this completed application and any materials submitted with it are the property of the School and will not be returned.
Initials	I hereby authorize the School to thoroughly investigate my references, work record, education, criminal history, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the School any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the School, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. Any offer of employment is subject to satisfactory results of these investigations.
Initials	I understand that if offered a position, I will be expected to complete a Sworn Statement relative to criminal convictions and pending charges, and I will be subject to a national criminal records check based on the submission of fingerprints.
Initials	If employed with the School, I agree to comply with the work instructions, policies, and procedures set forth by the School and understand that these are subject to change, as necessary, at any time.

	Your Signature			
	Print Name		**Date**	