



## General Application

### Personal Information

Date

Last name

First name

MI

Present address

City / State

Zip

AC / Telephone #

Permanent address

City / State

Zip

AC / Telephone #

E-mail address

Cell phone #

Citizenship:  U.S.  Other

Social security #

Social Security name, if different from above

Emergency contact

Name

Address

City / State

A / C telephone #

### Position Desired

Please check one.

Maintenance  Teacher's Assistant  Secretary  Substitute  Part-time Coach  Other

### Employment

List all full time positions held for six months or longer from the time of high school graduation. Use a separate sheet if additional space is required.

Place of employment	Address	City / State / Zip	AC / Telephone #	Immediate Supervisor	Inclusive Dates From - To

## Educational Background

List the level of education you have achieved.

Degree	High School or College / University	City / State / Zip	AC / Telephone #	Dates Attended

## References

References must include a minimum of the four most recent employers for whom you have worked.

Name / Title	Address	City / State / Zip	AC / Telephone #

Have you ever been terminated from a position? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_  
If yes, please provide details.

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## Other Information

Are you able to perform all functions of the job for which you are applying without a reasonable accommodation? \_\_\_yes \_\_\_ no

Are you legally qualified to work in the United States? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever been convicted of a felony or a crime involving moral turpitude? (Moral turpitude includes such crime as fraud, swindling, and sex related offenses.) You may omit juvenile offenses or convictions that have been set aside after successful completion of a probation period. \_\_\_\_\_ yes \_\_\_\_\_ no

If the answer is yes, please give details relating to the date of conviction, place of conviction, the court in which convicted, the case number and the sentence.

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I, the undersigned, affirm that the information included in this application is true and complete. I understand that failure to include true and complete information may result in my disqualification for consideration for employment and/or dismissal from my position in this school. I also understand that the references and personal information that become a part of this application are regarded as confidential and shall not be revealed to me. I hereby authorize the school to contact any of the individuals or entities listed on this application for references and wave and release any and all claims I may have against the school in connection with such reference checks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All personnel of The Oakridge School shall be employed without regard to race, color, religion, sex or national origin.