



Orchard House School
500 North Allen Avenue
Richmond, VA 23220
Phone: 804.228.2436/Fax: 804.228.1069

APPLICATION FOR EMPLOYMENT

Name: _____
Last First Middle

Present Address: _____ Telephone: Home: _____
Cell: _____
Other: _____

Permanent Address: _____

Position Desired: _____

EDUCATION/PROFESSIONAL TRAINING:

	Dates From/To	Name & Location Of Institution	Year Graduated	Degree or Diploma	Major Subject	Minor Subject
High School						
College or University						
College or University						
Other						
Other						

CERTIFICATION/ENDORSEMENTS: _____

EMPLOYMENT EXPERIENCE (please list most recent first):

Name and Location	Position	Responsibilities	Dates (From/To)
1.			
2.			
3.			
4.			

REFERENCES:

Please give names of people who are not relatives, who have the best knowledge of your educational background, employment experience, character, and strengths.

Name/Title	Complete Address	Telephone Number
1.		
2.		
3.		

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a crime involving the abuse of a child? Yes No

If you answered yes to either of the above, please explain:

I affirm that the information on this application is correct and I give Orchard House School permission to contact the references listed above.

Signature _____ Date _____

Employment is contingent upon completion and acceptance of a Criminal History Background Check.

Orchard House School abides by all federal, state, and local laws pertaining to nondiscrimination and fair employment practices. The school is committed to employment and personnel policies that provide equal opportunity to all qualified persons. We do not discriminate against any individual on the grounds of race, color, age, religion, sexual orientation, gender, national origin, ancestry, or handicap unrelated to performance of the employment position.