

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Street Address

_____ City State Zip

Telephone _____
Home Work Cell

Email _____

Are you related to anyone working at Orchard House School? No Yes

If yes, please indicate _____

EMPLOYMENT DESIRED

Position Applied for _____

Date Available _____ Desired Pay \$ _____

Have you previously been employed by Orchard House School? No Yes

If yes, please indicate dates _____

How did you learn about the position? _____

It is the policy of the Orchard House School to be fair and impartial in all interactions with its employees and candidates for employment and to recruit, hire, and promote individuals who are well-qualified by reason of ability, education, and experience, based on position requirements. We are an equal opportunity employer and take all employment actions without regard to race, religion, color, national origin, sex, age, sexual orientation, marital status, veteran status, genetic information, disability, pregnancy, childbirth, or related medical conditions including lactation, or any other characteristic protected by federal, state, or local law. This applies to all terms and conditions of employment, including compensation and benefits. Orchard House School complies with all federal, state, and local laws relating to non-discrimination in the workplace.

Orchard House School values diverse backgrounds, skills, talents, and experiences and will provide reasonable accommodations to qualified applicants with disabilities unless doing so would create an undue hardship. Applicants who need reasonable accommodations during the hiring process should contact Doug Welch, Director of Operations, at dwelch@orchardhouse.org.

Employment Application

Orchard House School

BACKGROUND DATA

Answer the following Background Data questions by writing "yes" or "no" in the space provided.

1. Can you, after employment, submit verification of your legal right to work in the United States? _____
2. Are you 18 years of age or older? _____
3. Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? _____
4. Have you been convicted of a felony or misdemeanor? A conviction will not necessarily disqualify you for employment. If yes, briefly describe the nature of the crime(s), the date(s) of conviction, and the place(s) of conviction. _____

5. Are you currently released on bail, bond, or your own recognizance while awaiting trial for a criminal offense? If yes, briefly describe. _____

EDUCATION

High School

Name of School _____
City _____ State/Country _____
Years Attended _____ Graduated? __ Yes __ No

College/University

Name of School _____
City _____ State/Country _____
Years Attended _____ Major _____ Degree _____ Graduated? __ Yes __ No

Graduate School

Name of School _____
City _____ State/Country _____
Years Attended _____ Major _____ Degree _____ Graduated? __ Yes __ No

Other

Name of School _____
City _____ State/Country _____
Years Attended _____ Major _____ Degree _____ Graduated? __ Yes __ No

List any certificates or licenses you hold that may help qualify you for employment.

License or Certification Number _____ Expiration Date _____

License or Certification Number _____ Expiration Date _____

List any job-related professional or technical organizations to which you belong.

(You may exclude those organizations which indicate race, gender, national origin, or any other protected classification of its members.)

TECHNICAL SKILLS

Software (Check all that apply and skill level.)

<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Excel	<input type="checkbox"/> MS Power Point	<input type="checkbox"/> MS Access		
Beg Inter Expert	Beg Inter Expert	Beg Inter Expert	Beg Inter Expert		
Graphic _____		Other _____			
Beginner	Intermediate	Beginner	Intermediate	Expert	
Operating Systems		Windows			
Macintosh _____	_____	_____	_____		
Beginner	Intermediate	Expert	Beginner	Intermediate	Expert

LANGUAGE SKILLS

Languages (Please describe your level of proficiency.)

Spanish	Read	Write	Speak
Beg Inter Fluent	Beg Inter Fluent	Beg Inter Fluent	
French	Read	Write	Speak
Beg Inter Fluent	Beg Inter Fluent	Beg Inter Fluent	
English	Read	Write	Speak
Beg Inter Fluent	Beg Inter Fluent	Beg Inter Fluent	
Other	Read	Write	Speak
_____	Beg Inter Fluent	Beg Inter Fluent	Beg Inter Fluent

EMPLOYMENT HISTORY

(Please complete if you have not been asked to submit a resume. List all employers within past 10 years. Attach additional sheets if needed.)

From _____ To _____ Start \$ _____ End \$ _____ Reported to _____
School/Organization _____ Position _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Reason for leaving _____
Responsibilities/Primary Classes _____

From _____ To _____ Start \$ _____ End \$ _____ Reported to: _____
School/Organization: _____ Position _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Reason for Leaving _____
Responsibilities/Primary Classes _____

From _____ To _____ Start \$ _____ End \$ _____ Reported to: _____
School/Organization _____ Position _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Reason for leaving _____
Responsibilities/Primary Classes _____

PROFESSIONAL REFERENCES

Please provide three individuals who can discuss your current or past work performance.

Name _____ Relationship _____ Years Known _____

Organization _____ Position _____

Phone _____ E-mail _____

Name _____ Relationship _____ Years Known _____

Organization _____ Position _____

Phone: _____ E-mail _____

Name _____ Relationship _____ Years Known _____

Organization _____ Position _____

Phone _____ E-mail _____

ACKNOWLEDGEMENT

I understand and acknowledge the following:

1. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States.
2. I hereby certify that all of the information set forth in this application, any attached resume, or other form of correspondence, is true, complete, and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I agree that any omission, misrepresentation, falsification, or misstatement of material facts or information on this application, on a related document, or during any part of the interview process may result in the rejection of this application or my immediate discharge if I am employed.
3. I authorize any of the persons or organizations referenced in this application to provide Orchard House School with any and all information that they may possess concerning my previous employment, education, or experience. I authorize Orchard House School to request and receive such information. I also understand that, in conjunction with this application, I will be asked to complete and sign a criminal background check.
4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at will, as defined by law and for no definite period, and that my employment may be terminated, at any time, with or without cause and with or without prior notice by myself or the school, unless I am offered and sign an employment agreement that explicitly specifies other terms and conditions of employment.
5. I have read and understand everything on this application.

Date

Signature

OHS ONLY

Date received: _____ OHS Staff: _____ Date acknowledged: _____ OHS Staff: _____

Reviewed by OHS Staff: _____