

SALISBURY ACADEMY

Application for Employment

THE SCHOOL COMPLIES WITH THE LAW REGARDING REASONABLE ACCOMMODATION FOR DISABLED EMPLOYEES. APPLICANTS REQUIRING REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN THE INTERVIEW PROCESS ARE REQUESTED TO CONTACT THE SCHOOL 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, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CLASSIFICATION PROSCRIBED UNDER APPLICABLE FEDERAL STATE OR LOCAL LAW.

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

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?
 Advertisement Friend Walk-In Employment Agency Relative Other _____

Last Name	First Name	Middle Name
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Address	City	State	Zip Code
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Telephone Number(s) (home)	(cell)	Social Security Number
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E-Mail Address: _____

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

May we contact your present employer? Yes No

If a job is offered, will you be able to provide verification of your legal right to work in the United States? Yes No
Should you be offered a job, you will be required to show proof of employment authorization.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Per Hour

Have you been convicted of a crime within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	High School				Undergraduate College/University				Graduate/Professional			
School Name and Location												
Year Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Teaching Certificates	State				Date of Issuance/Expiration				Subject-Grade Level			
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

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, age, religion, sex, national origin, disability or other protected status. Please indicate if there are any employers you do not want us to contact.

Employer		Date		Work Performed	
Address		From	To		
Telephone Number(s)		Hourly Rate/Salary			
		Starting	Final		
Job Title	Supervisor				
Reason for Leaving				Was an investigation conducted or pending at the time of separation Yes _____ No _____	
Employer		Date		Work Performed	
Address		From	To		
Telephone Number(s)		Hourly Rate/Salary			
		Starting	Final		
Job Title	Supervisor				
Reason for Leaving				Was an investigation conducted or pending at the time of separation Yes _____ No _____	
Employer		Date		Work Performed	

Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				Was an investigation conducted or pending at the time of separation Yes _____ No _____
Employer		Date		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				Was an investigation conducted or pending at the time of separation Yes _____ No _____

If the answer to either of the above is "Yes", please explain _____

Teaching or 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)		

Personal References

Please give three references not related to you and who are not previous employers.

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

Applicant's Acknowledgment

In consideration of my employment, I agree to conform to the rules and regulations of Salisbury Academy. I understand that my employment may be terminated at any time and for any reason at the option of the facility or myself. I hereby affirm that the information provided on this application and any accompanying documents is true and complete to the best of my knowledge. I understand that any false or misleading statements or omissions given in my application or during the interview process may disqualify me from employment and may result in my discharge if discovered at a later date.

I authorize Salisbury Academy to contact persons, schools, my current and previous employers and organizations named in this application and accompanying documents. I authorize those affiliates to provide Salisbury Academy with any relevant information regarding an employment decision, and I release all such persons from any liability regarding the provision or use of such information.

I understand that if an offer of a job is made to me, I will be required to sign an authorization for release of information authorizing Salisbury Academy to obtain my criminal record, and I consent to being fingerprinted for identification purposes if hired. I further agree to abide by the requirements of Salisbury Academy regarding drug screen testing. I understand that any offer of employment will be conditional, based on the results of my background check.

I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment.

Salisbury Academy 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.

I understand that if employed, my employment will be at will and that I will not have a contract for employment nor a guarantee of employment.

Signature

Print Name

Date

Salisbury Academy
2210 Jake Alexander Blvd., North
Salisbury, NC 28147
704-636-3002