



# APPLICATION FOR EMPLOYMENT

Position being sought: \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Date Available \_\_\_\_\_

1. Can you, after hiring, provide proof of your right to work in the United States? Y N
2. Can you perform the essential functions of the position for which you are applying? Y N
3. Have you ever been asked to resign or were you terminated for any reason? Y N If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_
4. Have you ever been convicted of a felony, other crimes involving moral turpitude, or crimes involving children or drugs? Y N If so, please explain. \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

	Name of School	Location	Degree	Major	Dates
Graduate School	_____	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____

## PROFESSIONAL AND PERSONAL REFERENCES:

Please list three professional and two personal references.

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use the space below to explain why you are seeking a position at Westminster School.

---



---



---



---



---

**JOB EXPERIENCE:**

Please list most recent experience first.

Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Location \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Location \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Location \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed from \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employment with Westminster School is at-will, which means that either the employee or Westminster School can terminate the employment relationship at any time, for any (or no) reason, with or without notice. This at-will employment relationship can only be modified in writing signed by the employee and signed for Westminster School by Robert S. Vernon, Head of School. I understand that this application is not a contract of employment.

I consent to Westminster School contacting anyone that it deems appropriate to investigate the completeness of or verify the information I have provided in the application or to discuss my employment background, past performance or suitability for employment. I also release Westminster School and all of the persons, organizations and their agents who are contacted by Westminster School for this purpose, from any and all claims, of any kind or nature, which may arise now or in the future from or in any way connected with this investigation.

I understand and agree to these provisions. I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Westminster School is an Equal Opportunity Employer. It is the policy of the School, from recruitment through employment and promotion to provide equal opportunity at all times without regard to race, color, religion, sex, national and ethnic origin, age or disability that does not interfere with one's ability to perform an essential function of the job, with or without accommodation.