

**The Timothy School, 973 Old Lancaster Road, Berwyn, PA 19312
610.725.0755 (p), 610.725.8917 (f)**

Employment Application

Our school is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status of any disability as provided in the Americans with Disabilities Act.

This application will be given every consideration but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

Date: _____

PERSONAL:

Name: _____ Home Phone: _____

Present Address: _____

Email Address: _____

Social Security No.: _____ Are you over 18 years of age? Y N

Are you a citizen of the U.S. or do you have the legal right to be employed in the United States? Y N

Have you ever been convicted of any crime (excluding minor traffic violations) including DUI? Y N
If yes, state the offense, location, date, and disposition: _____

(NOTE: A conviction will not necessarily disqualify you from employment),

Driver's License: State _____ Type _____ Currently Valid? Y N

EMPLOYMENT DESIRED:

Are you seeking full-time, part-time, temporary, or summer employment? _____

Position applied for _____ Date available to start _____

Have you ever applied to our school before? Y N

Have you ever worked for our school before? Y N

If yes, state when and where you applied and/or worked _____

How did you learn of our school and/or position? _____

Are there any days or hours you would be unable or unwilling to work? Y N

If yes, please specify those days/hours you would be unable/unwilling to work _____

EDUCATION:

Name & Address	Dates	Graduate	Courses Studied
High School		Yes No	Diploma:
College		Yes No	Degree: Major: Minor:
Graduate School		Yes No	Degree:

Certification: Level _____ Area (subjects) _____

Are you planning to pursue further studies? Y N If so, when, where, what courses?

List any scholastic honors, office held, and activities involved in during high school and college: _____

List and describe any other school or specialized training: _____

MILITARY:

Have you ever served in the military? Y N Service branch: _____ Date Entered: _____

Date separated: _____ Final rank: _____

CAPABILITY/RELIABILITY:

Would you be willing and able to perform all of the tasks required by the job you are applying for? Y N

If not, explain which tasks _____

Have you filed any type of fraudulent claim against any of your past/present employers? Y N

If yes, explain _____

Will you abide by the safety rules of this organization? Y N

Have you ever been disciplined for violating company safety rules/regulations? Y N

If yes, explain _____

How many days of work/school have you missed in the last two years? _____

How many times have you been late for work/school in the last two years? _____

Would you be willing and able to report to work on time every day on a regular and consistent basis? Y N

If no, explain _____

WORK HISTORY:

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Name & Address of Employer: _____

Telephone Number: _____ Nature of Business: _____

Title: _____ Duties: _____

Name/Title of Last Supervisor: _____ Salary: _____

Dates of Employment: (month/year) From: _____ To: _____

Reason for Leaving: _____

Name & Address of Employer: _____

Telephone Number: _____ Nature of Business: _____

Title: _____ Duties: _____

Name/Title of Last Supervisor: _____ Salary: _____

Dates of Employment: (month/year) From: _____ To: _____

Reason for Leaving: _____

Name & Address of Employer: _____

Telephone Number: _____ Nature of Business: _____

Title: _____ Duties: _____

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Name & Address of Employer: _____

Telephone Number: _____ Nature of Business: _____

Title: _____ Duties: _____

Name/Title of Last Supervisor: _____ Salary: _____

Dates of Employment: (month/year) From: _____ To: _____

Reason for Leaving: _____

SUPPLEMENTAL EMPLOYMENT INFORMATION:

If you worked in any of your previous positions under another name, please give that name(s): _____

Are you presently employed? Y N
If yes, may we contact your present employer? Y N

Have you ever been fired or asked to resign from a job? Y N
If yes, please explain: _____

SPECIAL SKILLS:

Have you had any training in behavior management? Y N

Have you had any TEACCH training? Y N
If yes, please describe: _____

Have you had any computer or word processing experience or training? Y N
If yes, please describe: _____

Use the space below to describe why you are interested in working for our school and list those skills/abilities which you feel particularly qualifies you for a position with this school.

REFERENCES:

Give three references (no relatives or former employers):

Name	Address	Phone	Occupation

AFFIDAVIT:

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that, if I am employed, any false, misleading, or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize the School to contact any company or individual it deems appropriate to investigate my employment history, character, qualifications, and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy, or any other reason because of their statements.

I agree that, if I am employed, I will abide by all rules and regulations of the School.

Signature

Date