

EMPLOYMENT APPLICATION

Oakhill Day School
7019 N Cherry Street
Gladstone, MO 64118

Oakhill Day School is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, severe/morbid obesity, medical condition, military or veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws.

(PLEASE PRINT IN INK)

Position(s) Applied For		Date of Application	
Last Name Name		First Name	Middle
Address		City	Zip Code
State		City	Zip Code
Telephone Number		Alternate Number	
How Did You Hear About Us?			
[] Newspaper Ad [] Employment Agency [] Current Employee _____ [] Other _____			

Are you legally eligible to work in the United States?
(Proof of eligibility will be required upon offer of employment) YES [] NO []

Are you over the age of 18 years? (If no, you may be required to provide authorization) YES [] NO []

Can you with or without reasonable accommodation perform the essential functions of this job? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES [] NO []

Have you ever applied to Oakhill Day School before? (If yes, give date.) _____ YES [] NO []

Have you ever worked for Oakhill Day School before? (If yes, give dates.) _____ YES [] NO []

Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you. A full background check with fingerprinting will be required upon hiring.) YES [] NO []

If yes, please explain:

Do you have any relatives currently employed by Oakhill Day School? YES [] NO []

If yes, please provide their name and relationship to you. _____

Please specify expected and/or desired rate of pay. \$ _____ per _____

Have you ever been terminated or asked to resign from a job? YES [] NO []

If yes, please explain. _____

Date of first availability:

Days and Hours of Availability:

(If employed, I will notify my supervisor in writing, should my availability change.)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Education

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect your race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, severe/morbid obesity, medical condition, military or veteran status, genetic information, marital status, ethnicity, alienage status.)

Describe any specialized training, certifications, apprenticeships, licenses or skills.

EMPLOYMENT HISTORY

Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Oakhill Day School.)

Company Name	Employment Dates From / To	Salary Start / End
Address		\$ \$
Phone	Describe your duties:	

Reason for leaving and explanation		
Company Name	Employment Dates From / To	Salary Start / End
Address		\$ \$
	Describe your duties:	
Phone		
Reason for leaving and explanation		
Company Name	Employment Dates From / To	Salary Start / End
Address		\$ \$
	Describe your duties:	
Phone		
Reason for leaving and explanation		

REFERENCES

Please list three persons, who are not related to you, who can provide professional references.

Name	Address	Phone Number	Relationship / Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee an employment opportunity. I further understand that, should an offer of employment be extended by Oakhill Day School (hereinafter referred to as "Oakhill") that such employment with Oakhill is at-will, with no specified duration and may be terminated by either Oakhill or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Oakhill or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Oakhill except the Head of School has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Head of School for Oakhill.

In consideration for employment with Oakhill, if employed, I agree to conform to the rules, regulations, policies and procedures of Oakhill at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Oakhill business, attendance and punctuality are considered essential requirements of every job at Oakhill and that poor attendance or tardiness will result in disciplinary action including but not limited to termination.

I understand that if offered a position with Oakhill, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Oakhill and/or any of its representatives, agents or vendors.

I understand that this application is considered current for one year (twelve months). If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Name and number of person completing this form if other than applicant:
