



Application for Employment

In order for you to be considered for employment, you must fully complete and sign this application. The application will remain active for 60 days. Applications are only accepted for currently vacant positions and will only be considered for the specific position listed below.

LeafSpring School is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability.

Date of Application _____

(Please Print)

Position Applying For _____

Name (Last, First, Middle) _____

Current Address _____

City, State, Zip _____

Email Address _____

Telephone Number _____ - _____ - _____

Social Security Number ____ / ____ / ____

Emergency Contact _____

Emergency Number ____ - ____ - ____

Emergency Contact's Address: _____

Are you either a U.S. citizen or legally eligible for employment in the United States? () Yes () No

What types of employment will you consider? () Full-time () Part-time

Are there any reasons why you would not be able to report to work on time and on a consistent basis? () Yes () No

If you answered yes, please explain: _____

Are you able to perform the essential functions of the job with or without accommodations? () Yes () No

If accommodations are being requested, please specify: _____

What location do you prefer? _____

Salary or Hourly Rate Requesting _____

Date Available for Employment _____

Have you previously been employed by LeafSpring School? () Yes () No If yes, When? _____

Are you at least 18 years of age? () Yes () No

Hours and days available:

Monday

Tuesday

Wednesday

Thursday

Friday

PLEASE DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

1st Interview _____

Start date _____

Pre-employment test score _____

Position _____

Received _____ Classroom Observation _____

Salary _____

2nd Interview _____ By Whom _____

Hours _____

References complete _____

Termination Date _____

Have you ever been convicted of a criminal offense, including a felony or misdemeanor? () Yes () No

If yes, please explain, including date(s), type of crime(s) and court(s) in which you were convicted.

Are there any criminal charges pending against you? () Yes () No

If yes, please explain, including the type of crime(s) and court(s) in which the charges are pending.

(Not all convictions (or charges) will bar employment. State Law requires us to consider the nature of the offense, the number of convictions and the length of time which has passed since certain convictions. If you are denied employment based on criminal background history, you will be provided with a copy of the information which was used in denying such employment.)

Do you have a valid driver's license? () Yes () No

Please summarize your driving record, including past and pending violations and dates:

(Not all violations (or charges) will bar employment. LeafSpring School employees may be called upon to drive company vehicles, so driving history may be relevant to hiring decisions based on position.)

Have you ever been warned, disciplined or terminated by an employer in the past 5 years? () Yes () No

If yes, please explain:

RECORD OF EDUCATION

	Name and Address of School	Course of Study	# of Years Completed and type of diploma	Date of Graduation
High School				
Vocational or Trade School				
College				
Other including seminars, courses (Specify)				

Academic Honors, Offices

Extracurricular Activities (which may relate to the job you are applying for)*

Professional Organizations*

**You are not required to list organizations indicating race, color, religion, sex, national origin, age, marital status, or disability.*

Please list all current licenses, certifications or registrations which you possess:

Type _____ Number _____ State _____ Expiration date _____

Type _____ Number _____ State _____ Expiration date _____

Type _____ Number _____ State _____ Expiration date _____

EMPLOYMENT EXPERIENCE/REFERENCES

Please start with your present or last job and include military service assignments and periods of unemployment for at least the previous ten (10) years. Feel free to add relevant experience greater than 10 years ago.

Employer	Telephone	Dates Employed	Reason for leaving
Address (City, State, Zip)			
Job Title	Hourly Rate/Salary	Starting	Final
Supervisor's Name, Title and Phone Number			
Work Duties and Responsibilities			
Employer	Telephone	Dates Employed	Reason for leaving
Address (City, State, Zip)			
Job Title	Hourly Rate/Salary	Starting	Final
Supervisor's Name Title and Phone Number			
Work Duties and Responsibilities			
Employer	Telephone	Dates Employed	Reason for leaving
Address (City, State, Zip)			
Job Title	Hourly Rate/Salary	Starting	Final
Supervisor's Name Title and Phone Number			
Work Duties and Responsibilities			
Employer	Telephone	Dates Employed	Reason for leaving
Address (City, State, Zip)			
Job Title	Hourly Rate/Salary	Starting	Final
Supervisor's Name Title and Phone Number			
Work Duties and Responsibilities			

Please explain all gaps in employment:

Please summarize special skills and qualifications acquired from employment or other experience that you think may have bearing on the job requirements of the position for which you are applying: _____

Do you have any commitments to another employer or organization, which might affect your employment with us?
() Yes () No If yes, please explain: _____

REFERENCES

Please list three references who are not friends or relatives:

Name _____ Telephone _____

Address (Street, City, State, Zip) _____

Name _____ Telephone _____

Address (Street, City, State, Zip) _____

Name _____ Telephone _____

Address (Street, City, State, Zip) _____

Conditions of Application and Employment

As a condition of your application for employment, we will obtain a criminal background check.

As a condition of your employment, you will be required to complete the I-9 form of the Department of Immigration and Naturalization Services and show documentation to verify your identify and employment eligibility.

I understand that an offer of employment is not for any specific duration and that any employment based on this application may be terminated by either the Company or the employee, at anytime with or without cause, and that no contract of employment for a specific duration, either express or implied, is intended. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that in the event that I am hired, I am required to abide by all rules and regulations of the Company.

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize the Company to (1) investigate the truthfulness of all statements made on this application; (2) contact my former employers and other listed references or any other persons who can verify information; and (3) discuss the results of any investigation with other employees of the Company involved in hiring process. In addition, I give my consent for all contacted persons, including former employers, to provide information concerning this application. And I release each such person from liability for providing information to the Company.

I certify that answers given herein are true and complete to the best of my knowledge and I consent to the required tests, reference inquiries and employment standards.

Signature of Applicant _____ Date _____