



FISHBURNE MILITARY SCHOOL APPLICATION FOR EMPLOYMENT

To Applicant: We are an equal opportunity employer and comply with all federal, state and local laws. We do not discriminate on the basis of race, ethnic or national origin, religion, age, sex, disability, or any other characteristic protected by law.

GENERAL EMPLOYMENT INFORMATION

Name: _____ Date: _____

Address: _____

Home Phone Number: _____ Cellular Phone Number: _____

Position Applying For: _____

Are you seeking full or part-time employment? _____

Salary Desired: _____ Date Available: _____

EDUCATION

Secondary School

Name: _____

Address: _____

Did You Graduate? (Circle one): Yes No If No, Number of Years Completed: _____

Special Accomplishments, Awards, Honors and Publications:

College or University

Name: _____

Address: _____

Did You Graduate? (Circle one): Yes No If No, Number of Years Completed: _____

Major/Minor: _____ Degree: _____

Special Accomplishments, Awards, Honors and Publications:

Post-Graduate Education

Name: _____

Address: _____

Did You Graduate? (Circle one): Yes No If No, Number of Years Completed: _____

Major/Minor: _____ Degree: _____

Special Accomplishments, Awards, Honors and Publications:

Additional Qualifications (ex: certifications, memberships, special interests, hobbies, publications, other education, or relevant training or experience)

EMPLOYMENT HISTORY (list most recent position first)

If currently employed, may we contact your present employer? _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone Number: _____ Salary Range _____

Dates of Employment: From _____ to _____

Job Title: _____

Duties Involved: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Reason for Leaving: _____

Additional Information: _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone Number: _____ Salary Range _____

Dates of Employment: From _____ to _____

Job Title: _____

Duties Involved: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Reason for Leaving: _____

Additional Information: _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone Number: _____ Salary Range _____

Dates of Employment: From _____ to _____

Job Title: _____

Duties Involved: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Reason for Leaving: _____

Additional Information: _____

ADDITIONAL TRAINING

Please describe any additional training or professional development you have pursued, starting with the most recent and working backward. You may attach a resume that contains this information so long as it includes all of the requested information.

MILITARY SERVICE

If you have served in the military, please provide the following information about that service: branch of service, rank attained, dates of service, type of discharge, and honors or awards. You may attach a resume that contains this information so long as it includes all of the requested information.

ADDITIONAL INFORMATION

If your responses to the above questions do not account for all of the years since high school, please describe your activities during the times unaccounted for.

Do you have any licenses or certifications which would be relevant to the position for which you are applying? Please describe.

So that we may verify the information which you have provided in this application, have you ever been known by any other name which might identify you on employment, education, military or other records? Please list the names and indicate dates when they applied.

PERSONAL REFERENCES

Name: _____
Address: _____
Daytime Telephone Number: _____
Occupation: _____
Dates Known/Relationship To You: _____

Name: _____
Address: _____
Daytime Telephone Number: _____
Occupation: _____
Dates Known/Relationship To You: _____

Name: _____
Address: _____
Daytime Telephone Number: _____
Occupation: _____
Dates Known/Relationship To You: _____

ADDITIONAL QUESTIONS

Have you ever been previously employed by Fishburne Military School? (Circle one) Yes No

If Yes, please state when: _____

Have you previously applied for a position at Fishburne Military School? (Circle one) Yes No

If Yes, please state the position and the application date: _____

Are you age 18 or older? (Circle one) Yes No If not, state your age _____

Can you, after employment, submit verification of your legal right to remain and work in the United States? _____ (Proof will be required after a decision is made to hire the candidate).

Are you able to perform, with or without reasonable accommodation, the essential functions of the job or occupation for which you are applying? (Circle one) Yes No

Have you ever been convicted of a criminal offense other than a minor traffic violation, including sex-related or child-abuse related offenses? (Conviction will not necessarily cause disqualification for all jobs, * but it may affect your suitability for some positions.) Yes No

If so, please describe the nature of the offense and the date and jurisdiction where the conviction occurred. _____

*unless the criminal offense is a serious or violent felony

IMPORTANT

There are two important aspects of employment with Fishburne Military School (“the School”) that you should be aware of before completing this Application for Employment.

First: As a condition of employment with the School, you must successfully pass a Mantoux TB skin test and fingerprinting requirements before becoming an employee. In addition, the School reserves the right to administer a drug or alcohol screening test to any and all employees at any time during their employment for any (and no) reason.

I understand and agree to this provision.

Signature of applicant _____ Date _____

Second: The School may seek to verify the information you have provided in this Application for Employment. By signing below, you authorize the School, its subsidiaries, affiliates and any of its (their) employees or agents (collectively referred to as the School) to contact the persons or organizations you have listed and to discuss your background with them. By signing below you also release the School and all of the persons, organizations and their agents who are contacted by the 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 the process of verifying the information you have provided. I hereby waive my right to receive a copy of any public records obtained directly by the School in connection with my employment or application therefore. Yes No

I understand and agree to this provision.

Signature of applicant _____ Date _____

PRE-EMPLOYMENT STATEMENT

The facts stated in my application for employment are true and complete. I understand that false statements (even if that determination is made years later) shall be grounds for denial of employment and, if employed, for immediate dismissal. I authorize Fishburne Military School to investigate all statements and claims contained within this application and subsequent oral interviews, and I acknowledge and agree that the School may check references from sources other than those personal references listed herein.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding unless made in writing. If an employment relationship is established, I understand that I will be employed at-will and that the School has the right to terminate my employment at any time for any (or no) reason, with or without notice, and that I will retain a similar right. This at-will employment relationship can only be modified by a contract signed by me and an authorized representative of Fishburne Military School.

Signature of Applicant: _____ Date: _____

This application shall only be valid for 6 months. After that time, any applicant seeking employment with the School must complete and submit a new application.