

EXCELSIOR INTERNATIONAL ACADEMY
EMPLOYMENT APPLICATION

Please print or type all information.

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Can you provide proof if hired, that you are eligible to work in the United States? Yes No

To what organizations do you belong (Educational or Professional): _____

What prompted you to apply here? Advertisement Employee Referral Internet Search Other

Position Applying for _____

When are you available to start work _____

Minimum salary required _____

In case of emergency, notify _____

Address _____

Home Phone _____ Business Phone _____

EDUCATION

High School _____ Address _____

Dates Attended _____ Graduated: Yes No

College _____ Address _____

Dates Attended _____ Graduated: Yes No

Undergraduate Major _____ Degree _____

Graduate School _____ Address _____

Dates Attended _____ Graduated: Yes No

Graduate Major _____ Degree _____

Are you planning to further your education? Yes No

Other Special Training Credentials held _____

EMPLOYMENT HISTORY

List your three most recent employers starting with the most recent.

1. Name _____

Address _____

Phone _____

Position _____

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Dates Employed _____

Base Salary _____

Duties _____

Supervisor's Name _____

Reason for Leaving _____

2. Name _____

Address _____

Phone _____

Position _____

Dates Employed _____

Base Salary _____

Duties _____

Supervisor's Name _____

Reason for Leaving _____

3. Name _____

Address _____

Phone _____

Position _____

Dates Employed _____

Base Salary _____

Duties _____

Supervisor's Name _____

Reason for Leaving _____

Special Talents:

Musical Instruments (Please specify) _____

Sing (Please specify) _____

Do you speak any other languages besides English? No Yes, please specify _____

PHYSICAL RECORD

Are there any physical or personal limitations on the type of work you can do with children at school or the amount of time you can spend at work? No Yes (Please specify): _____

Date of last physical exam _____

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REFERENCES

Please list three (3) references, not including relatives or former supervisors.

1. Name _____ Address _____
Occupation _____ Telephone _____
2. Name _____ Address _____
Occupation _____ Telephone _____
3. Name _____ Address _____
Occupation _____ Telephone _____

Have you ever been convicted of a crime (including misdemeanor, felony or criminal negligence)?

No Yes (Please specify): _____

Have you ever been convicted of driving under the influence, driving while intoxicated, driving while impaired, reckless driving or any other similar offenses?

No Yes (Please specify): _____

Do you have any criminal charges pending (including misdemeanor, felony or criminal negligence)?

No Yes (Please specify): _____

Do you object to being fingerprinted? No Yes

Are you available for part-time employment? No Yes On what basis? _____

If a teacher applicant, are you available for substitute work? No Yes

CLERICAL EXPERIENCE

Bookkeeping Filing Cashier Statistics Steno Computer Skills (PC ___ OR MAC ___)
Typing Speed _____ Dictation Speed _____ Other _____

I certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application may result in a decision not to hire me or in a subsequent decision to terminate my employment with Excelsior International Academy (Excelsior).

I authorize Excelsior and/or its designated representative to investigate, as part of the hiring process, and at any time during the course of my employment, all information submitted in the application process including, but not limited to, criminal background checks, previous employers, references and others, and hereby release Excelsior from any liability as a result of such contact with third parties.

I understand that this is an application for employment and that no employment contract is being offered. In the event of my employment with Excelsior International Academy, I agree to comply with the rules and regulations governing my employment.

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I understand that I may voluntarily leave or be terminated at any time and for any reason. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective.

I understand that if I am employed, the first three months of my employment are an introductory period, and if my services have not proved satisfactory, my employment may be discontinued without prejudice.

Applicant Signature _____ Date _____

DO NOT WRITE IN THE SPACE BELOW		
Date to start work _____	Temporary _____	Program _____
Position _____	Replaces _____	Salary _____
Remarks _____		

