

Application For Employment Green Acres School

We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable Federal, State, or local law.

The School complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the hiring coordinator in order to arrange such accommodation.

You may supplement this application with a current resume.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Name	
Street Address			
City	State	Zip	
Home Telephone Number		Mobile	
Email Address			
Have you filed an application with us before?	Yes	No	If Yes, give date
Have you been employed with us before?	Yes	No	If Yes, give date
Are you currently employed?	Yes	No	
If a job is offered, will you be able to provide verification of your legal right to work in the United States?		Yes	No
<i>Should you be offered a job, you will be required to show proof of employment authorization.</i>			
If a job is offered, will you be able to perform the essential functions with or without reasonable accommodation?		Yes	No

Education

List any educational degrees, programs, or courses that you have taken which would be helpful for the performance of your job. Include present enrollments. Please note that we verify educational background. *Please list only accredited institutions.

High School

School Name and Location

Years Completed	9	10	11	12	Diploma Received?
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Undergraduate College/University*

School Name and Location

Years Completed	1	2	3	4	Degree
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Describe Course of Study

Graduate/Professional*

School Name and Location

Years Completed	1	2	3	4	Degree
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Describe Course of Study

Additional Graduate/Professional*

School Name and Location

Years Completed	1	2	3	4	Degree
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Describe Course of Study

Teaching Certificates

State	Date of Issuance/Expiration
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Subject-Grade Level

Additional Information

Describe any specialized training, apprenticeship, skills, and extracurricular services.

Describe any honors you have received.

State any additional information you feel may be helpful to us in considering your application.

Employment Experience

Please provide information concerning your work history by filling this section out completely. List present or most recent job first. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying. (If more space is needed, you may write on a separate page). You may attach a resume in addition to completing the following but you still must fill out the following. Please provide explanation for any gaps in time in employment history on a separate sheet of paper. Please circle the name of any employer or supervisor whom you do not want contacted at this time.

Employer	Dates		Work Performed
Address	From	To	
Phone			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for leaving			
Employer	Dates		Work Performed
Address	From	To	
Phone			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for leaving			
Employer	Dates		Work Performed
Address	From	To	
Phone			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for leaving			
Employer	Dates		Work Performed
Address	From	To	
Phone			
Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for leaving			

Is there any additional information of which we should be aware, that if discovered while you were employed at the School would reflect discredit upon the School? If yes, please describe.

Teaching or Employment References

Please give three references who are not related to you but were former or current employers.

1. Name	Position
Phone	Email
2. Name	Position
Phone	Email
3. Name	Position
Phone	Email

Applicant's Acknowledgment

I certify that the information given herein is true and complete to the best of my knowledge. I authorize Green Acres School to investigate any information, including my employment history, educational background, references and record of criminal convictions that it believes is relevant to the employment for which I am submitting this application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from Green Acres. I understand that an offer of employment by the School is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history check that establishes that any convictions are not related to my ability to perform the duties at issue in the workplace. I understand that false information, omissions, or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire me, or my discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be "at will," that I will not have a contract for employment nor a guarantee of employment for any length of time, and that my employment may be terminated at any time for any reason or no reason, with or without advance notice.

Signature

Print Name

Date

Please email the completed application to employment@greenacres.org, or return it to:

Office of the Head
Green Acres School
11701 Danville Drive
North Bethesda, MD 20852-3717