

UNIVERSAL SCHOOL



EMPLOYMENT APPLICATION

Universal School provides equal employment opportunity to all applicants and employees without regard to race, color, sex, age, disability, religion, creed, national origin, genetic predisposition, marital status, sexual orientation, gender identity or expression, political belief or activity, veteran status, victims of domestic violence, reproductive health decision making, association, or any other status protected by law.

Applicant Information

Please complete this application form and submit with a cover letter and a resume.

Full Name: _____
Last
First
M.I.

Address: _____
Street Address
Apartment/Unit #

City
State
Zip Code

Phone: () _____ E-mail Address: _____

Position Applied For: _____ Date of Application: _____

Date Available for Work: _____ Desired Wages: \$ _____

If part-time, indicate the days and hours you are available to work _____

Are you legally eligible to work in the U.S.? YES NO

If you are under 18 years of age, can you provide proof of eligibility to work? YES NO

Have you ever worked for Universal? YES NO If yes, when? _____

Education

	Name And Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

List any academic achievements or awards you have received: _____

List professional, trade, business or civic activities and offices held. (Do not include memberships which would reveal gender, race, religion, national origin, age ancestry, disability or other protected status) _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer #1: _____ Phone No.: _____

Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer #2: _____ Phone No.: _____

Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer #3: _____ Phone No.: _____

Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer #4: _____ Phone No.: _____

Address: _____

Job Title: _____ Supervisor: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Please indicate by number _____ any of the above employers whom you DO NOT wish us to contact.

Professional References

Please list three **professional, business, or educational** references we can contact to verify your work experience and work ethics.

Name: _____ Phone No: _____ Email address: _____

Employer: _____ Relationship: _____

Name: _____ Phone No: _____ Email address: _____

Employer: _____ Relationship: _____

Name: _____ Phone No: _____ Email address: _____

Employer: _____ Relationship: _____

Waiver and Consent

IT IS VERY IMPORTANT THAT YOU READ THIS SECTION CAREFULLY, AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SIGN IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS PLEASE ASK BEFORE YOU SIGN THIS APPLICATION.

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Universal School is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Universal School Board of Directors or his/her designee.
- 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 I am required to abide by all rules and regulations of the employer.

Proof of eligibility to work in the US will be required upon employment.

Signature of Applicant

Date

Reference Release

I, _____, understand and agree that Universal School, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all information about me which said corporation, agent, or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or persons harmless for same. That is, I will not file a lawsuit, claim, or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.

Signature of Applicant

Date

Office Use Only

Cover Letter Attached: _____

First Interview Date: _____

Resume Attached: _____

Second Interview Date: _____