



A Montessori Children's House

# Summer Program

## Employment Application

The Boyd School Corporation 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 Human Resource Coordinator in order to arrange such accommodation. 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.

Please completely fill out this application. If you are attaching a resume you are still required to complete this application fully. Failure to complete all sections may disqualify you from consideration for employment.

Position sought \_\_\_\_\_ Application date \_\_\_\_\_ Salary desired \_\_\_\_\_

Campus applying for position at: Westfields Broadlands Herndon Reston ANY

Session(s) applying for (check all that apply): Please note there will be a MANDATORY week of Summer Camp training June 22-26

- Week #1 June 29-July 2
- Week #2 July 6-July 10
- Week #3 July 13-July 17
- Week #4 July 20-July 24
- Week #5 July 27-July 31
- Week #6 Aug 3-Aug 7
- Week #7 Aug 10-Aug 14
- Week #8 Aug 17-Aug 21

### PERSONAL

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you over 16 years of age?  YES  NO If no, can you supply a work permit establishing you eligibility to work?  YES  NO

If offered a job, will you be able to provide verification of your legal right to work in the United States?  YES  NO

If offered the job for which you are applying, are you able to perform the essential duties of this job with or without reasonable accommodations?  YES  NO

Have you been convicted of a felony or misdemeanor related to abuse, neglect, or exploitation of children or adults with the last five years?

YES  NO (If Yes, please describe briefly) \_\_\_\_\_

*The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions which have not been expunged for the records.*

### WORK HISTORY

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 necessary, 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.

Current Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Date of Employment \_\_\_\_\_

Position Held \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ May we contact?  YES  NO

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Next Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Date of Employment \_\_\_\_\_

Position Held \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ May we contact?  YES  NO

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Next Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Date of Employment \_\_\_\_\_

Position Held \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ May we contact?  YES  NO

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

---

### RECORD OF EDUCATION

High School \_\_\_\_\_ Did you graduate?  YES  NO

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

College \_\_\_\_\_ Did you graduate?  YES  NO

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Graduate School \_\_\_\_\_ Did you graduate?  YES  NO

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

### PROFESSIONAL REFERENCES

1. Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

### PROFESSIONAL CERTIFICATIONS

Please list any professional licensures or certifications that might be relevant to the position for which you are applying.

\_\_\_\_\_

---

### CERTIFICATION OF APPLICANT

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the employer to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. 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, or 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 nothing contained in this employment application or in the granting of the interview creates a contract between The Boyd School and myself for either employment or for the providing of any benefit. I understand that if employed, my employment will be at will and that I will not have a contract for employment nor a guarantee of employment. The at-will employment relationship may be altered only in writing and signed by the President of the Boyd School Corporation. The Boyd School is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws. No representative of The Boyd School has made any promise to me regarding my employment.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

---