



PALISADES™

EPISCOPAL SCHOOL

CONFIDENTIAL
EMPLOYMENT
APPLICATION

Palisades Episcopal School is an equal opportunity employer. PES does not discriminate in employment based on race, religion, sex, national origin, age, disability or any other basis prohibited by applicable law.

Date _____

Position Applied for _____

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Are you legally eligible to work in this country? Yes No

Have you ever been convicted of a crime or entered a plea of guilty or plead no contest to anything other than a minor traffic violation? Yes No

List of schools or colleges attended:

<u>Name of School</u>	<u>Location</u>	<u>Course</u>	<u>Degree, Diploma Certificate Rec'd</u>

Teacher certification levels and expiration dates: _____

Special accomplishments, publications, or awards: _____

Professional, educational, or civic associations and offices held: _____

Hobbies or other areas of expertise: _____

Are you able to perform the essential functions of the position, with or without a reasonable accommodation? _____

Have you ever been convicted of a felony or misdemeanor (other than a minor traffic offense)?
_____ If so, please explain. (Please note that answering this question yes will not serve as
an automatic disqualifier for employment.) _____

Friends working here? _____ If yes, who? _____

How were you referred to PES? _____

Required salary _____ Availability date _____

Other pertinent information _____

List the last three jobs you have held beginning with the most recent:

From _____ to _____ Position held _____ Full/part time _____
Employer _____ Salary: Starting \$ _____ Ending \$ _____
Address _____ Responsibilities _____
Telephone _____ Immediate Supervisor _____
Reason for leaving _____

Next previous job:

From _____ to _____ Position held _____ Full/part time _____
Employer _____ Salary: Starting \$ _____ Ending \$ _____
Address _____ Responsibilities _____
Telephone _____ Immediate Supervisor _____
Reason for leaving _____

Next previous job:

From _____ to _____ Position held _____ Full/part time _____
Employer _____ Salary: Starting \$ _____ Ending \$ _____
Address _____ Responsibilities _____
Telephone _____ Immediate Supervisor _____
Reason for leaving _____

List as references three persons (not employers or relatives) who have known you five or more years:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please attach a resume and a brief statement of your educational philosophy.

I understand that misrepresentation or omission of fact is cause for my dismissal or refusal of employment.

I give the Employer the right to investigate all references and to secure additional information including but not limited to criminal background checks and drug testing, and to contact all other persons, corporations, or organizations for furnishing such information. I understand that final confirmation of employment is subject to satisfactory findings from the above-mentioned investigations.

Signature of Applicant _____ Date _____

Palisades Episcopal School is a school honoring Christ and committed to providing a classical education challenging mind, body and spirit.