



Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Email Address _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes No

If yes, please describe conditions.

Employment Desired

Position applied for _____

How did you hear of this opening? _____

Have you ever been employed by the Village School? Yes No When? _____

Are you presently employed? Yes No

May we contact your present employer? Yes No

Are you available for full-time work? Yes No

Date you can start _____

Please list applicable skills:

Education

School Name and Location	Year	Major	Degree
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____
Other Training _____	_____	_____	_____

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

Please list any licenses or certifications held. Are any of these currently subject to investigation?

Are you planning to continue your studies? Yes No

If yes, where and what courses of study?

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Position _____

Date Ended _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No Responsibilities:

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Position _____

Date Ended _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities:

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Position _____

Date Ended _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities:

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Position _____

Date Ended _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities:

Reason for leaving _____

If you have additional employment relevant to your application, you may submit additional copies of this page.

References (Minimum of 3 Required)

List three personal references, not related to you, who have known you for more than one year.

Name _____ Phone _____ Years Known _____

Address _____ Email: _____

Name _____ Phone _____ Years Known _____

Address _____ Email: _____

Name _____ Phone _____ Years Known _____

Address _____ Email: _____

Emergency Contact

In case of emergency, please notify:

Name _____ Phone _____

Address _____ Email: _____

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

Signature _____ Date _____

Please submit application and all other requested documentation to:

office@eugenevillageschool.org

or

The Village School
3411 Willamette St
Eugene OR 97405