

Rice Memorial High School Employment Application

Date: _____

Name: _____

Address: _____

How long have you been at this address: _____

Previous Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Applying For: *Full Time:* _____ *Part Time:* _____ *Date Available:* _____

How did you hear about this position? _____

Are you a US Citizen? Yes _____ No _____

Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?

Yes _____ No _____

Do you have a valid Vermont Drivers License?

Yes _____ No _____

CDL? _____

Yes _____ No _____

Educational Background:

High School Name	Location	Diploma/GED

College/University/Trade School	Location	Major	Degree	Number of Years Completed

Experience:

Describe below all previous work experience in reverse chronological order (most recent employment first)

Name of Company: _____

Address: _____

Job Title: _____

Duties and Responsibilities: _____

Employed: From: (month/year) _____ To: (month/year) _____

Reason for Leaving: _____

Were you asked to resign or terminated for cause?

Yes _____ No _____ If yes, please explain: _____

Supervisor's Name: _____

May we contact this employer?

Yes _____ No _____ Employer Phone #: _____

Name of Company: _____

Address: _____

Job Title: _____

Duties and Responsibilities: _____

Employed: From: (month/year) _____ To: (month/year) _____

Reason for Leaving: _____

Were you asked to resign or terminated for cause?

Yes _____ No _____ If yes, please explain: _____

Supervisor's Name: _____

May we contact this employer?

Yes _____ No _____ Employer Phone #: _____

Name of Company: _____

Address: _____

Job Title: _____

Duties and Responsibilities: _____

Employed: From: (month/year) _____ To: (month/year) _____

Reason for Leaving: _____

Were you asked to resign or terminated for cause?
Yes _____ No _____ If yes, please explain: _____

Supervisor's Name: _____

May we contact this employer?
Yes _____ No _____ Employer Phone #: _____

(Please attach additional employment history)

Other Special Training and/or Study (Computer, vocational experience, licenses, certificates)

References: (No relatives may be used)

Name	Phone No.	How do you know this reference? (Work related, personal, educational)

Certification

I certify that all answers given by me are true, accurate and complete, I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I release from all liability anyone supplying information and I also release the employer from all liability that might result in making an investigation.

Consent to Procurement of Consumer Credit Report & Background Verification

I understand that, as a condition of my consideration for employment with Rice Memorial High School, or as a condition of my continued employment with Rice Memorial High School, Rice Memorial High School may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics, and trustworthiness.

I hereby authorize and consent Rice Memorial High School procurement of such a report. I understand that, pursuant to the Federal Fair Credit Reporting Act, Rice Memorial High School will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Rice Memorial High School. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

Applicants Agreement

"I also hereby and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means, that the Employee may resign at any time and Rice Memorial High School may discharge 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 documentation or by conduct unless such change is specifically in writing by the Officers of Rice Memorial High School. I also will abide by all rules/guidelines and regulations of the Employer. I authorize verification/background checks on me by this agency with the following agencies: D.C.F. (Dpt. of Children & Families); D.A.I.L. (Dpt. of Disabilities, Aging & Indep. Living); Vermont Crime Information Center (V.C.I.C.); Dpt. of Health and Human Services (H.H.S.); Department of Motor Vehicles. "

I HAVE READ THE ABOVE AND FULLY UNDERSTAND AND AUTHORIZE.

SIGNATURE OF APPLICANT: _____ Date: _____

PRINTED NAME: _____