



## Carlisle School Employment Application

Carlisle is committed to the principle of equal opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on school needs, job requirements and individual qualifications without regard to race, religion, color, national origin, sexual orientation, age, sex, disability, or any other status protected by federal, state or local law. This employment policy applies to all employment practices including, but not limited to, hiring, placement, promotion, termination, compensation, benefits, and training.

Applicant Name: First	Middle	Last

Address	City	State	Zip

Telephone and Email

Position Applying For	Date of Application

Salary Expected

### How did you learn about Carlisle School?

- ☐ Advertisement ☐ Website
- ☐ Employee Referral—Which employee?
- ☐ Other—Specify:

Have you applied for a position with us before? ☐ No ☐ Yes—Specify date:

Have you ever been employed with us before? ☐ No ☐ Yes—Specify date and position:

Are you currently employed? ☐ No ☐ Yes

Are you currently on "lay-off" status and subject to recall? ☐ No ☐ Yes

On what date would you be available for work?

Are you available to work: ☐ Full-time ☐ Part-time

Are you legally permitted to work in the United States? ☐ Yes ☐ No

*NOTE: Proof of eligibility will be required within three working days of employment.*

Are you 18 years of age or older? ☐ Yes ☐ No

Are you willing to take drug tests at the Carlisle School's request? ☐ No ☐ Yes

Have you ever been convicted of or pled no contest to any violation of the law?

☐ Yes ☐ No. If yes, provide the following: Description of offense(s):

## EDUCATION

**List the last 3 schools attended.**

Name of College	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

Name of College	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

Name of College	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

## MILITARY SERVICE

Have you ever served in the U.S. military? ☐ Yes ☐ No

*NOTE: If you answered "no" to the above question, please skip the rest of this section.*

What was the length of your military service?          years,          months

What was your rank at time of discharge?

What type of training and work experience did you receive while in the military?

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## EMPLOYMENT HISTORY

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date	Salary

Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date	Salary

Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date	Salary

Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

## REFERENCES (Two Professional, One Personal)

Name	Phone Number	Company/Years Known

## APPLICANT'S STATEMENT

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from Carlisle School. If I become employed by Carlisle School, I agree to follow all rules and regulations of Carlisle School as they develop and change.

I allow Carlisle School to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize Carlisle School to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to Carlisle School, and release them of liabilities and damages of all kinds for providing this information. I authorize Carlisle School to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to Carlisle School for education verification purposes.

I release Carlisle School from liability for collecting information about me and using it to make employment decisions.

If I become employed by Carlisle School, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time unless specifically approved, in writing, by the CEO of the Carlisle School.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Signature of Applicant	Date