

**Metairie Park Country Day School
Application for Employment**

Please attach resume to this application.

Metairie Park Country Day School considers all applicants for employment without regard to race, color, religion, gender, national or ethnic origin, veteran status, age, or disability.

PERSONAL INFORMATION

Last Name	First Name	Middle Name	
Present Street Address	City	State	Zip
Previous Street Address (If less than 1 year at present address)	City	State	Zip
Home Telephone Number	Position Applying for		

EDUCATION List all schools whether or not a degree was conferred.

Type/Name of School	Address/Location of School	Degree/ Area of Study	Number of Years Attended	Graduated? (Circle your response)
High School				Yes No
College				Yes No
Graduate School				Yes No
Other				Yes No

ACADEMIC/PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

List academic and professional activities and achievements, awards, publications, and technical-professional societies in the area below. Indicate type or name. Exclude listing of memberships which would reveal race, creed, color, gender, age, religion, disability or national origin of its members.

SKILLS

List skills applicable to position applied for.

MISCELLANEOUS

Is there any additional information involving a change of your name that will permit us to check your work record? If yes, please explain.

Have you ever been convicted of or pled guilty or *no contest* to any criminal offense? If yes, please explain.

If hired, can you furnish proof that you are eligible to work in the United States? If no, please explain.

EMPLOYMENT HISTORY

List all employment starting with your most recent position. Account for any time during the period that you were unemployed by stating the nature of your activities. If you have fewer than four places of employment, include personal references to be contacted.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Present Salary or Hourly Rate		
Supervisor			
Job Title			
Reason for Leaving			

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	From	To	
Address			
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Address			
Telephone Number(s)	Present Salary or Hourly Rate		
Supervisor			
Job Title			
Reason for Leaving			

REFERENCES

1. Name	Address	Telephone Number
2. Name	Address	Telephone Number
3. Name	Address	Telephone Number

PLEASE READ THIS STATEMENT CAREFULLY

I understand and voluntarily agree that:

1. The information that I have provided on this employment application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact on my application, resume, or any other materials, or during my interviews, may be justification for refusal of employment, or if I am already employed by Country Day, for termination from Country Day's employ.
2. Any offer of employment I may receive from Country Day is contingent upon my successful completion of the School's screening process, including Country Day's receiving references that it considers satisfactory.
3. In processing my employment application, Country Day may verify all information provided by me, or may procure or have prepared an investigative report for this purpose concerning, among other things, my prior employment or military record, education, criminal record, character, general reputation, and mode of living. I understand that upon written request to Country Day, I will be given full information as to the nature and scope of this investigation.
4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my character, my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other information pertinent to my qualifications for employment. I agree to sign whatever agreement is required by my former employer(s) to enable the release of the information requested by Metairie Park Country Day School.

Signature

Date

Social Security Number