



**TOWN AND COUNTRY DAY SCHOOL
Employment Application**

GENERAL INFORMATION

Name:		Date:	
Position Applying For:		Social Security #	
Home Phone:	Cell Phone:	Work Phone:	
Address:			
City:	State:	Zip Code:	
Emergency Contact:		Phone:	

EDUCATION

Highest Grade Completed:	Year Graduated:
If you did not complete high school, do you have a high school equivalency diploma? Yes ____ No ____ Date Recorded: _____	
Number of years of education past high school:	
Name and location of school/college:	
Describe any special skills you have that are related to this position: _____ _____	
Describe any volunteer work or other experiences that are related to this position: _____ _____	

EXPERIENCE (Starting with your most recent job)

Job Title:	Type of business:
Employer:	
Address:	
Phone:	Immediate Supervisor:
Dates of employment	From: _____ To: _____
Check one: Full Time ____ Part Time ____ Hours per week _____	
May we contact employer for a reference? Yes ____ No ____	



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EXPERIENCE

Job Title:		Type of business:	
Employer:			
Address:			
Phone:		Immediate Supervisor:	
Dates of employment	From:	To:	
Check one: Full Time <input type="checkbox"/>		Part Time <input type="checkbox"/>	Hours per week _____
May we contact employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			

EXPERIENCE

Job Title:		Type of business:	
Employer:			
Address:			
Phone:		Immediate Supervisor:	
Dates of employment	From:	To:	
Check one: Full Time <input type="checkbox"/>		Part Time <input type="checkbox"/>	Hours per week _____
May we contact employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			

REFERENCE

Name:		Title:	
Company:			
Address:			
Phone:		Relationship to you:	

REFERENCE

Name:		Title:	
Company:			
Address:			
Phone:		Relationship to you:	



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REFERENCE (Continued)

Name:		Title:
Company:		
Address:		
Phone:	Relationship to you:	

Use this space for any additional information you think would help us evaluate your application. This would include training, seminars, workshops, special achievements, or specified skills:

Miscellaneous

1. Have you ever been convicted of an offense (Excluding minor traffic violations.)
Yes ____ No ____
2. If you are hired, you will be required to have a criminal records background check. Is this acceptable to you? Yes ____ No ____
3. Are there any health problems that could keep you from performing the duties that are required for this position? Yes ____ No ____

Applicant Signature:	Date:
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