



# Waynflete School

Equal Opportunity Employer

## Application for Employment

Position Desired:	Referral Source:
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(Friend, Newspaper or Website Ad- please indicate site, Other)

Name (Last, First, MI)
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Address	City	State	Zip
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Main Phone	Mobile/Other	E-mail
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Have you ever been Employed here before? Y N	When?	What Position?
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Are you legally eligible for Employment in this country? Y N	Date available for work ___/___/___	Desired Salary Range
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Type of Employment Desired (circle)	Full-Time	Part-Time	Temporary	Seasonal
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Have you ever pled "guilty or "no contest" to, or been convicted of a crime? Y N (if yes, please provide dates & details)
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Answering "yes" to the above question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

### EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information:

Employer	Telephone	Dates Employed	Month Year	to	Month Year
Street Address	City, State	Starting Job Title			
Immediate Supervisor (for most recent position)	May we contact for Reference? Circle Y N Later	Final Job Title			

Why did you leave?
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Summarize the type of work performed and job responsibilities: (Omit section if resume has been submitted)
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Employer	Telephone	Dates Employed	Month Year	to	Month Year
Street Address	City, State	Starting Job Title			
Immediate Supervisor (for most recent position)	May we contact for Reference? Circle Y N Later	Final Job Title			

Why did you leave?
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Summarize the type of work performed and job responsibilities: (Omit section if resume has been submitted)
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Street Address	City, State	Starting Job Title
Immediate Supervisor (for most recent position)	May we contact for Reference? Circle Y N Later	Final Job Title
Why did you leave?		
Summarize the type of work performed and job responsibilities: (Omit section if resume has been submitted)		

### SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Name and Location of School	Years Attended	Did you graduate?	Subjects Studied
High School			
Trade, Business or Correspondence School			
College			
Graduate Studies			

### REFERENCES

Please list three business/work references, who are not related to you, and whom you have known for at least one year.

Name	Title	Telephone	Relationship to You	Years Known

### APPLICANT'S STATEMENT

I give the School permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by the School. I authorize the School to obtain, use and rely upon information in relation to my application. I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal.

**APPLICANT'S SIGNATURE:**

**DATE:**

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