

SUSSEX ACADEMY
21150 Airport Road
Georgetown, Delaware 19947

APPLICATION FOR EMPLOYMENT

Personal Information

Last Name	First	MI		
Street Address				
City	State	Zip	Home Telephone	Work Telephone
Position Applied For				

Educational History

School Name	Location (city,state)	Major Course Or Subject	Dates Attended		Graduated		Degree
			From	To	Yes	No	
High School							
College (List all attended)							
Other education/training							

Employment History

Starting with present or most recent, list all previous employers. If more space is required, please continue on a separate sheet.

Employer	Type of Business	Type or classification of job
Street Address	Phone Number	Brief description of job duties
City	State Zip code	
Dates worked: From	To	
Employer	Type of Business	Type or classification of job
Street Address	Phone Number	Brief description of job duties
City	State Zip code	
Dates worked: From	To	

Employer	Type of Business	Type or classification of job	
Street Address	Phone Number	Brief description of job duties	
City	State		Zip code
Dates worked: From			To

May we contact your present employer? Yes _____ No _____
 Immediate Supervisor _____ Phone Number _____

Military Record

Branch of Service	From	To
Present military affiliation:		
None	Reserve (active)	Reserve (inactive)

Professional/Work References

List two past supervisors and two other references who are not related to you who have knowledge of your qualifications for the position for which you are applying.

Name	Title/Relationship	Address (street, city, state, Zip code)	Telephone Number (include area code)

Write a brief paragraph emphasizing other qualifications which you believe will help you for the position.

Have you ever been convicted of a felony or Class A Misdemeanor? If yes, explain. _____ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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circle your answer

Have you ever been discharged or asked to resign from a position? Yes No

This employment requires regular, on-time attendance. Can you meet this requirement? Yes No

Do you hold a valid driver's license? Yes No

If yes, type of license held: _____

Will you be available on an emergency basis throughout the day? Yes No

This employment may be subject to certain overtime requirements, can you meet this requirement? Yes No

Do you have the ability to perform the essential functions and duties of the job for which you are applying with or without reasonable accommodations? Yes No

If an accommodation is necessary, explain the nature or type of accommodation needed-

Please list any special skills, qualifications, or abilities you may want to share.

I hereby affirm that my answers to the foregoing questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information, omissions, or misrepresentations submitted on this application are causes for immediate termination without notice or non-renewal of contracts. I understand that this is a pre-employment application and that, if employed, a formal personal history may be completed.

I authorize the Sussex Academy to obtain information related to this application from former employers, school personnel, and references included in my responses.

If employed by the Sussex Academy, I will comply with the rules and regulations set forth and communicated to all employees of the Sussex Academy.

Date

Signature

Sussex Academy is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex, disability, and/or age.