



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

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Address City State Zip

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Telephone and Email

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Position Applying For Date of Application

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Salary Expected

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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.

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|-----------------|----------|
| Name of College | Location |
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| | | |
|-----------------|--------------|--------|
| Years Completed | Degree/Major | G.P.A. |
| | | |

Diploma obtained? Yes No

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|-----------------|----------|
| Name of College | Location |
| | |

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|-----------------|--------------|--------|
| Years Completed | Degree/Major | G.P.A. |
| | | |

Diploma obtained? Yes No

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|-----------------|----------|
| Name of College | Location |
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|-----------------|--------------|--------|
| 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?

EMPLOYMENT HISTORY

| | |
|----------|------------|
| Employer | Supervisor |
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|---------|-------|
| Address | Phone |
|---------|-------|

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|---------------------------|
| 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 |
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|---------------------------|
| Position Title and Duties |
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|---------------|-------------|--------|
| Starting Date | Ending Date | Salary |
|---------------|-------------|--------|

Why did you leave this job?
May we contact this employer? Yes No Later

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| Employer | Supervisor |
|----------|------------|

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| Address | Phone |
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|---------------------------|
| Position Title and Duties |
|---------------------------|

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|---------------|-------------|--------|
| 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 |
|------|--------------|---------------------|
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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 |
|------------------------|------|
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