



Employment Application

Date:

Position Applied For		Date Available for Work	Expected Earnings
Name (last) (first) (middle)		Telephone #	
Present Address (no., street, city and zip code)			Email Address:
Social Security No.	If hired, are you legally able to be employed in the USA and able to provide the proper documents?		
Were you ever previously employed by Berwick Academy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates	Department & Position Supervisor's Name
List any friends or relatives working at Berwick Academy	Name	Department	Position
In case of emergency notify:	Name	Address	Telephone #
How were you referred to Berwick Academy?	Advertisement (where)	Employee (who)	Other (specify)
Are you willing to work any day, shift, or hours assigned by Berwick Academy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what days or shifts are you not available?	
Military Service/Branch	Highest Rank	Type of Discharge	
Are you a member of any reserve unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what unit, then briefly describe the nature of your duties.	
Do you have other employment, own or operate a business that would continue?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what are your hours, and the nature of your business?	
Do not disclose any arrest, detention or other disposition regarding any violation of law for which no conviction resulted:			
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain: _____ _____ _____			

Berwick Academy is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities, and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by federal and Maine law, Berwick Academy does not discriminate in admissions, educational programs, or employment against any individual on the basis of that individual's sex, race, color, religion, age, disability, sexual orientation, status as a special disabled veteran or veteran of the Vietnam era or other covered veteran, or national or ethnic origin.

Education

Education	Name & Location of School	Course of Study	Dates		Years Completed	Did you Graduate?	Degree Received
			From	To			
High School							
Technical School							
College/Univ.							
Graduate School							

Employment History Start with your present or last job, and list all employers during the past 15 years, or your last 4 employers, if over a longer period. Do not omit any employer or requested information within this period. If past employers know you by another name, please so indicate. (If you need additional space, continue on a separate sheet of paper.)

Employment History			
Dates Employed		Employer's Name & Address	
From	To		
1.		Starting Position	Supervisor's Name Supervisor's Title Telephone #
Last Position		Describe Your Duties & Responsibilities	
Last Salary/Wage		Reason for Leaving	

Dates Employed		Employer's Name & Address	
From	To		
2.		Starting Position	Supervisor's Name Supervisor's Title Telephone #
Last Position		Describe Your Duties & Responsibilities	
Last Salary/Wage		Reason for Leaving	

Dates Employed		Employer's Name & Address	
From	To		
3.		Starting Position	Supervisor's Name Supervisor's Title Telephone #
Last Position		Describe Your Duties & Responsibilities	
Last Salary/Wage		Reason for Leaving	

Dates Employed		Employer's Name & Address	
From	To		
4.		Starting Position	Supervisor's Name Supervisor's Title Telephone #
Last Position		Describe Your Duties & Responsibilities	
Last Salary/Wage		Reason for Leaving	

Special Skills & Qualifications

Summarize special skills and qualifications acquired from employment or other experience.

List name and telephone number of three references (do not include relatives or employers).

Applicant's Statement

I certify that answers given herein are true and complete. I authorize Berwick Academy to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Berwick Academy and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. Accepting applications does not necessarily mean that current openings exist. All offers of employment are conditioned on the satisfactory outcome of any required job-related medical examination and/or inquiry, and upon the applicant being able to perform the essential functions of the position with or without reasonable accommodation.

I understand that neither this application nor any offer of employment from the employer constitute an employment contract unless a specific written document to that effect is executed by the employer and employee. The applicant understands that employment at Berwick Academy is terminable at will, with or without cause.

I understand that false or misleading information given or omissions in this form or in the application or interview process may result in denial of or termination from employment. I also understand that I am required to abide by all rules and policies of the employer, which it may change in its sole discretion.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

DATE HIRED: _____

DEPARTMENT: _____

SALARY/WAGE _____

FULL TIME OR PART TIME? _____