

THE BROOKLYN SCHOOL - EMPLOYMENT APPLICATION

Social Security Number _____ Email Address _____

Last Name First Name Middle Initial

Street Address City State Zip Code

Telephone Number (Day) _____ (Evening) _____

The Brooklyn School is an equal opportunity employer and prohibits unlawful discrimination on the basis of race, color, national origin, religion, sexual orientation, or any other characteristic protected by applicable federal, state, and local law.

Your application will be in our files for one year from the date of this application. You must apply to us for employment again if you wish to be considered for positions that become available subsequently.

Position Desired _____

Salary Desired _____ Date Available _____

How did you hear about The Brooklyn School? _____

EDUCATION

School	Name & Location	Course of Study	Number of Years Completed	Degree or Diploma
High School				
College				
Graduate School				
Other				

EMPLOYMENT HISTORY

List full-time and part-time employment beginning with your most recent or present employer. Do not omit any position held, regardless of the length of your employment in the position. If more space is required, continue on a separate sheet. You may attach a resume, but please complete this section as well.

Name of Firm	Address	
Type of Business	Name of Supervisor	Starting Salary: Final Salary:
Date Employed:	Reason for Leaving	
Date Left:		
Name of Firm	Address	
Type of Business	Name of Supervisor	Starting Salary: Final Salary:
Date Employed:	Reason for Leaving	
Date Left:		
Name of Firm	Address	
Type of Business	Name of Supervisor	Starting Salary: Final Salary:
Date Employed:	Reason for Leaving	
Date Left:		
Name of Firm	Address	
Type of Business	Name of Supervisor	Starting Salary: Final Salary:
Date Employed:	Reason for Leaving	
Date Left:		

Are you 18 years of age or older? Yes ___ No ___

Are you a United States citizen or legally eligible to work in the U.S.? Yes ___ No ___
 United States law requires that all new hires furnish within three days of their start date, documentation establishing identity and employment eligibility.

Have you ever been convicted of a crime?* Yes ___ No ___

If yes, state nature of crime and date of offense. _____

* A conviction includes a plea, verdict or finding of guilt regardless of whether sentence is imposed by a court of law. Information regarding conviction record will not necessarily bar an applicant from employment but will be reviewed in light of surrounding circumstances, including age at time of offense, seriousness and nature of crime, rehabilitation and relationship of offense to employment.

REFERENCES

Please provide the names of three individuals who are able to evaluate you. Do not list relatives. May we contact your most recent or current supervisor? Yes ____ No ____

Name	Company	Title
Address	Phone	Email
How do you know this person?		How long have you known this person?
Name	Company	Title
Address	Phone	Email
How do you know this person?		How long have you known this person?
Name	Company	Title
Address	Phone	Email
How do you know this person?		How long have you known this person?

I understand that if I am employed, my employment and continued employment at the Brooklyn School is contingent upon receipt of satisfactory references from prior employers, finger printing, a background check and a physical exam that includes a tuberculin test. If employed, I will abide by all of the Brooklyn School's policies and procedures.

I certify that the information provided on this application, and on all forms completed in connection with my application and/or employment, is true and accurate. I understand that any misrepresentation of facts, significant omissions, failure to disclose information required on this application, or change in any information provided here which is not reported to the Hiring Committee of the Brooklyn School, will disqualify me from further consideration for employment and will result in dismissal if discovered at a later date.

I authorize investigation of all statements contained in this application and will hold the Brooklyn School harmless from any liability arising out of decisions made based on that information.

Signature

Date