



METHODIST DAY SCHOOL

4308 West Davis – Conroe, TX 77304

Phone: 936-494-1840 Fax: 936-539-6064

APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

Date of Application: _____

PERSONAL INFORMATION

Name _____
Last First Middle

Present Address _____
Address City State Zip

How long have you lived at above address? _____

Previous address _____
Address City State Zip

Phone Number _____

Social Security Number _____

Are you over the age of 18? () Yes () No

If you are not a citizen of the United States, can you provide proof that you can legally be employed in the United States? () Yes () No

EMPLOYMENT INFORMATION

Position applying for: () Teacher () Aide () Extended Care () Substitute

What days and hours are you interested in: () 2 Days () 3 Days () 4 Days
() A.M. Extended () P.M. Extended

Date available for work: _____

Desired salary/hourly rate? _____

Have you ever applied for a job with us before? () Yes () No

Have you ever worked for us before? () Yes () No

Have you ever been charged, convicted of or plead guilty to a crime, either a misdemeanor or a felony including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations? () No () Yes

If yes, please explain fully:

Does your present employer know of your plans to change employment? () Yes () No

Why do you desire to make a change?

Have you ever held a position of trust (handling money or confidential material)? () Yes () No

Do you have any personal responsibilities or problems that may affect your daily attendance?
() Yes () No

If yes, please explain _____

EDUCATION INFORMATION					
SCHOOLING	YEARS COMPLETED	DEGREE RECEIVED/ MAJOR	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
Grammar or High School					
Trade/Business School					
College					
Graduate School or Seminary					

**If additional space is needed, you may attach separate paper to this form*

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work with our organization? _____

Describe any other specialized or professional training (i.e. computers, etc.). _____

If you are presently enrolled in school, what are you studying? _____

PRIOR WORK RECORD

**(Start with most recent or present employer)*

1. Name of Employer _____
Address _____
Phone Number _____
Name and Position of Immediate Supervisor _____
Date of Employment: From _____ To _____
Starting Rate: \$ _____ Ending Rate \$ _____
Your Position, Title and Duties _____
Reason for Leaving _____

2. Name of Employer _____
Address _____ Phone Number _____
Name and Position of Immediate Supervisor _____
Date of Employment: From _____ To _____
Starting rate: \$ _____ Ending Rate \$ _____
Your Position, Title and Duties _____
Reason for Leaving _____

3. Name of Employer _____
Address _____ Phone Number _____
Name and Position of Immediate Supervisor _____
Date of Employment: From _____ To _____
Starting rate: \$ _____ Ending Rate \$ _____
Your Position, Title and Duties _____
Reason for Leaving _____

**May we contact employers listed above? _____ . If not, please indicate by number which one(s) you do not wish us to contact. _____*

REFERENCES

**(Do not list relatives)*

Name _____
Phone Number _____
Number of Years Known _____ Occupation _____

Name _____
Phone Number _____
Number of Years Known _____ Occupation _____

Name _____
Phone Number _____
Number of Years Known _____ Occupation _____

_____ The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history, financial and credit record through any investigative or credit agencies or bureaus of your choice.

_____ I understand that employment at this organization is "at will", and includes no guarantee, contract or promise of employment for any specified length of time.

_____ I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date