

EMPLOYMENT APPLICATION



3201 Boonville Rd, Bryan, TX

Allen Academy is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion (subject to BFOQ), gender, national origin, age, disability, veteran status or any other status protected by law.

(PLEASE PRINT IN INK)

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number		Alternate Number	
How Did You Hear About Us?			
[] Newspaper Ad [] Employment Agency [] Current Employee _____			
[] Other _____			

Are you legally eligible to work in the United States? YES [] NO []

(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18 years? YES [] NO []

(If no, you may be required to provide authorization)

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)* YES [] NO []

Have you ever applied to Allen Academy before? *(If yes, please give date.)* _____ YES [] NO []

Have you ever worked for Allen Academy before? *(If yes, please give date.)* _____ YES [] NO []

Have you ever been convicted of a felony? *(A conviction will not necessarily disqualify you.)* YES [] NO []

If yes, please explain: _____

Do you have a valid driver's license? *(For driving positions only.)* YES [] NO []

Have you been convicted of any moving violations in the past five years? YES [] NO []

If yes, please explain: _____

Is anyone related to you employed by Allen Academy? YES [] NO []

If yes, please give their name and relationship to you. _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? YES [] NO []

If yes, please explain. _____

On what date would you be available to begin work? _____

EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect your race, color, religion (subject to BFOQ), gender, national origin, age, disabilities or veteran status.)

Do you hold a valid teaching certificate? YES [] NO [] If yes, from which state(s)? _____

Describe any specialized training, apprenticeships, certificates, licenses or skills.

Have you received any job-related training in the United States Military? YES [] NO []

Please give dates and explanation:

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Allen Academy.)

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address		\$ \$	
	Describe your duties:		
Phone			
Reason for leaving and explanation			
Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor

Address		\$	\$	
	Describe your duties:			
Phone				
Reason for leaving and explanation				
Company Name	Employment Dates From To	Salary Start End		Name and Title of Supervisor
Address		\$	\$	
	Describe your duties:			
Phone				
Reason for leaving and explanation				
Company Name	Employment Dates From To	Salary Start End		Name and Title of Supervisor
Address		\$	\$	
	Describe your duties:			
Phone				
Reason for leaving and explanation				

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

Name	Address	Phone	Relationship/ Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the

falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Allen Academy that such employment is at will, for no specified duration and may be terminated by either the school or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Allen Academy or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the school except the Head of School has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Head of School.

In consideration for employment with Allen Academy, if employed, I agree to conform to the rules, regulations, policies and procedures of Allen Academy at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Allen Academy's business, attendance and punctuality are considered essential requirements of every job at Allen Academy and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Allen Academy, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Allen Academy and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature _____ Date _____

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