

The Park School of Baltimore

2425 Old Court Road
Baltimore, Maryland 21208



Park School is an Equal Opportunity Employer. The school does not discriminate against employees or applicants for employment on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, sexual orientation, age, marital status, or any physical or mental disability unrelated to a reasonable performance of an employee's duties.

PERSONAL

Last Name, First, Middle		Date
Street Address		Phone: home
		Phone: cell
City, State, Zip		Phone: work
		E-mail:
Position applied for		Date you can start
Are you currently employed? Yes ___ No___		Pay desired:
May we contact your current employer? Yes ___ No___		
Are you available for full-time work? Yes ___ No___		If no, what hours can you work?
Have you applied for employment with Park School before? Yes ___ No___		If yes, approx.date ___ Dept _____
Have you been employed with Park School? Yes ___ No___		If yes, approx.date ___ Dept _____
Reason for leaving:		
Have you ever worked under another name? Yes ___ No___		If yes, please list name _____
Are you related to any employee at Park School? Yes ___ No___		If yes, what Dept _____
Are you legally eligible for employment in the United States? Yes ___ No___		
Other special training or skills (languages, machine operations, special licenses, certifications related to job applying for:		
Have you every been discharged or asked to resign from any previous employment? Yes ___ No___		
If yes, please explain:		
Have you ever been convicted of any violation of the law other than a traffic violation? Yes ___ No___		
If yes, give date, place of conviction, charge and disposition		
Note: A conviction record will not necessarily bar you from employment. Each application will be individually considered on it's own merits, taking into account such factors as the nature and seriousness of the violation, how long ago it occurred and rehabilitation.		
Are you the subject of a probation before judgment disposition, a not criminally responsible disposition, or any pending criminal charges without a final disposition? Yes ___ No___		
If yes, state nature of judgement, disposition or charge and date		
How were you referred to us? (Advertisement, agency, friend, other)		

EDUCATION				
School Name and Location	Major	# Yrs. Completed	Did you Graduate?	Degree
High School			Yes ___ No___	
College			Yes ___ No___	
Other			Yes ___ No___	
Other			Yes ___ No___	

EMPLOYMENT

Please fill out application completely, even if doing so duplicates your resume. Begin with your most recent employment. Attach additional sheets as needed.

Employment Dates: From _____ To _____	Company _____ Address _____	Phone # _____
Job Title:	Describe Work _____	
Supervisor's Info: Name _____ Title: _____	Reason for leaving: _____ Salary: Start \$ _____ Finish \$ _____	
Employment Dates: From _____ To _____	Company _____ Address _____	Phone # _____
Job Title:	Describe Work _____	
Supervisor's Info: Name _____ Title: _____	Reason for leaving: _____ Salary: Start \$ _____ Finish \$ _____	
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Job Title:	Describe Work _____	
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Employment Dates: From _____ To _____	Company _____ Address _____	Phone # _____
Job Title:	Describe Work _____	
Supervisor's Info: Name _____ Title: _____	Reason for leaving: _____ Salary: Start \$ _____ Finish \$ _____	

List any other job related experiences (work or volunteer): _____

NOTICES AND RELEASES

Maryland state law mandates employees of an educational institution be fingerprinted and have a criminal background check. Continued employment will be contingent upon the results.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST AS A CONDITION OF EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100. I HAVE READ AND UNDERSTAND THE ABOVE.

Signature

Date

I certify that this application contains no willful misrepresentation or falsification and that this information given by me is true and complete to the best of my knowledge and belief. I authorize The Park School to contact all sources to verify the information on this application. I understand that any falsification, misrepresentation, or fraudulent information provided by me in connection with my application for employment is sufficient grounds for withdrawal of an employment offer or immediate discharge.

I authorize and request my former employers, references, and educational institutions which have information about me, to give Park School any and all information and opinions about me in their possession and which may lawfully be disclosed. I hereby waive written notice of such release of information and opinions, and release such former employers, references, and educational institutions from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state, and local governmental agencies to release to Park School any information requested concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver shall be valid as an original.

I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without reason or notice at the option of either The Park School or myself. Further, I understand that no officer, agent, representative or employee of The Park School has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to that contained in the previous sentence. I also authorize The Park School to deduct from my wages any amounts which may be due it as a result of overpayment of wages, loss or destruction of it's property of any other amounts which I may lawfully owe The Park School, or for which I have received full consideration. In the event I become an employee of The Park School, I agree to comply with all rules and regulations and understand I may be terminated or disciplined for any violations.

Signature

Date

COMPLETE THIS SECTION IF THE POSITION YOU ARE APPLYING FOR REQUIRES A COMMERCIAL DRIVERS LICENSE

If you are hired or transferred into a position that requires the operation of a vehicle, we will require Dept. of Motor Vehicles (DMV) investigation. Do you authorize investigation of your DMV record? Yes ___ No___

Driver's license # _____ Class_____ State_____ Exp.date _____

Please attach a copy of your license and DOT card.

The U.S. Department of Labor requires drug testing for positions requiring a Commercial Drivers License CDL. Any offer of employment is contingent upon passing the drug test. Park School will not employ any individual who tests positive for prohibited drug use. Your signature below indicates that you are aware of and understand this regulation.

Your application is incomplete if this notice is not signed and dated. Incomplete applications will not be processed.

Signature

Date

THE PARK SCHOOL PROVIDES A NON-SMOKING ENVIRONMENT

Thank you for completely this application form and for your interest in The Park School.