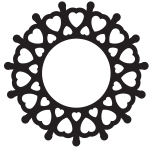


# APPLICATION FOR EMPLOYMENT



WATERFORD COUNTRY SCHOOL, INC.  
78 HUNTS BROOK RD, PO BOX 408  
QUAKER HILL, CONNECTICUT 06375

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, or handicap.

P  
E  
R  
S  
O  
N  
A  
L

Last Name	First Name	Middle	Date
Street Address			Home Phone ( )
City, State, Zip			Business Phone ( )
Have you ever applied for employment with us? ___ Yes ___ No If yes: Month and Year _____ Location: _____			
Position Desired			Pay Expected
Are you available for full-time work? ___ Yes ___ No If not, what hours can you work?			Will you work overtime if required? ___ Yes ___ No
Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
Have you ever worked or attended school under another name? If so, please specify?			
How did you learn of our organization?			

E  
D  
U  
C  
A  
T  
I  
O  
N

NAME AND LOCATION OF SCHOOL	DATES ATTENDED	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE/DIPLOMA
GRADUATE SCHOOL				___ YES ___ NO	
COLLEGE				___ YES ___ NO	
HIGH SCHOOL				___ YES ___ NO	
OTHER				___ YES ___ NO	

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS  
(Exclude those that may disclose your race, color, religion, or national origin)

---

# EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment records. Start with present or most recent employer.

1	Company Name	Telephone (    )
	Address	Employed (State Month & Year) From            To
	Name of Supervisor	Salary/Hourly Wages Start            Last
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone (    )
	Address	Employed (State Month & Year) From            To
	Name of Supervisor	Salary/Hourly Wages Start            Last
	State Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone (    )
	Address	Employed (State Month & Year) From            To
	Name of Supervisor	Salary/Hourly Wages Start            Last
	State Job Title and Describe Your Work	Reason for Leaving

4	Company Name	Telephone (    )
	Address	Employed (State Month & Year) From            To
	Name of Supervisor	Salary/Hourly Wages Start            Last
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

## DO NOT CONTACT

Employer Number(s) \_\_\_\_\_ Reason \_\_\_\_\_

M I L I T A R Y	COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES	Branch of Service
	Describe your duties and any special training	Period of Active Duty (Month & Year) From            To
		Rank at Discharge
		Date of Final Discharge

Do you hold any professional or trade licenses or certificates? If so, please list date of issuance, date of expiration, issuing state, and number.

\_\_\_\_\_

Are you a U.S. Citizen? Yes _____ No _____	Are you 18 years of age or older? Yes _____ No _____ If not, employment is subject to verification of minimum legal age.	Do You Have A Valid Driver's License? Y N
What was your previous home address?	How long at present address? _____ Years	How long at previous address? _____ Years

Have you ever been convicted of any crimes, either felonies or misdemeanors, which have not been annulled, expunged, or sealed by a court? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you have any criminal charges pending against you? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been subject to a Department of Children & Families investigation relating to child abuse or neglect? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to any of the above, describe in full.

Note: A "yes" will not necessarily eliminate you from consideration.

State names and relationships of relatives and friends working for Waterford Country School.

Personal Reference: Must be people other than relatives or employees of Waterford Country School. Please furnish complete mailing address and telephone number.

_____	_____	_____
Name	Mailing Address	Phone
_____	_____	_____
Name	Mailing Address	Phone
_____	_____	_____
Name	Mailing Address	Phone

**Waterford Country School, Inc., is an Equal Opportunity Employer**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination on the basis of age and disability with respect to certain individuals. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry and sexual orientation.

**Authorization and Acknowledgements**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am employed, any false statements on the application may be grounds for dismissal.

I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

FOR EMPLOYER'S USE ONLY

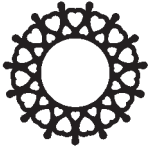
R E F E R E N C E  C H E C K	EMPLOYER	PERSON CONTACTED	RESULTS
	1		
	2		
	3		
	4		

I N T E R V I E W  R E S U L T S	INTERVIEWER NAME AND COMMENTS	
	Interviewed by: _____ Comments: _____	Date: _____
	Interviewed by: _____ Comments: _____	Date: _____
	Interviewed by: _____ Comments: _____	Date: _____

PERSONNEL ACTION TAKEN:    HIRED?    YES \_\_\_\_\_ NO \_\_\_\_\_

STARTING DATE \_\_\_\_\_    POSITION \_\_\_\_\_    APPLICATION ON FILE \_\_\_\_\_

STARTING SALARY \_\_\_\_\_    APPROVED BY \_\_\_\_\_



WATERFORD COUNTRY SCHOOL, INC.  
78 HUNTS BROOK RD, PO BOX 408  
QUAKER HILL, CONNECTICUT 06375

APPLICATION FOR EMPLOYMENT  
AUTHORIZATIONS AND ACKNOWLEDGEMENTS

Please read and initial each paragraph below. Date and sign this form in the appropriate space.

1. I certify that the facts contained in this application (and accompanying resume, if any ) are true and complete to the best of my knowledge and belief. I understand that any false statement, omission or representation on this application is a sufficient basis for refusal to hire, or for dismissal if I have been employed, no matter when discovered. \_\_\_\_\_
2. I understand that any employment is conditional upon successfully completing a background check. I authorize the investigation of all statements contained in this application, and I authorize my former employers and references to disclose and release information regarding my former employment, character and general reputation. I understand my background check will include police checks through:

- (1) Connecticut Department of Public Safety
- (2) Federal Bureau of Investigation
- (3) Department of Motor Vehicles

I release all parties from any and all claims and damages arising out of such investigation or disclosure. \_\_\_\_\_

3. If I am offered employment, I agree to submit to a medical examination and drug screening before starting work. If employed, I also agree to medical examination or drug tests at any time deemed necessary by Waterford Country School and permitted by law. I consent to such examination and tests, and I request that the examining doctor disclose to Waterford Country School the results of such examinations and tests, which shall remain confidential and segregated from my personnel file. I understand that my employment and continued employment, to the extend permitted by law, is contingent upon satisfactorily completing medical examinations, and, if I am hired, a condition of my employment will be that I abide by the Waterford Country School's Substance Abuse Policies. \_\_\_\_\_

Over Please

