



APPLICATION FOR EMPLOYMENT

APPLICATIONS ARE CONSIDERED WITHOUT REGARD TO RACE, ETHNICITY, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, DISABILITY, THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP, OR ANY OTHER CHARACTERISTIC PROTECTED BY APPLICABLE STATE OR FEDERAL CIVIL RIGHTS LAWS. ED SUPPORT SERVICES, LLC IS AN EQUAL OPPORTUNITY EMPLOYER.

POSITION APPLIED FOR DATE OF APPLICATION

LAST NAME FIRST NAME MIDDLE NAME

STREET CITY ZIP

HOME PHONE MOBILE PHONE EMAIL

EARLIEST AVAILABLE START DATE MINIMUM NOTICE REQUIRED AT CURRENT JOB

WHY ARE YOU APPLYING FOR A POSITION WITH ED SUPPORT SERVICES?

TYPE OF EMPLOYMENT SOUGHT: FULL TIME PART TIME TEMPORARY

HAVE YOU EVER WORKED FOR ED SUPPORTS BEFORE? MAY WE CONTACT YOUR CURRENT EMPLOYER? ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING, EITHER WITH OR WITHOUT REASONABLE ACCOMMODATIONS? DO YOU HAVE THE LEGAL RIGHT TO WORK AND BE EMPLOYED IN THE U.S.? (PROOF OF IDENTITY AND LEGAL AUTHORITY TO WORK IN THE U.S. IS A CONDITION OF EMPLOYMENT:) ARE YOU AT LEAST AGE 18? (PROOF OF AGE AND WORK PERMITS MAY BE REQUIRED PRIOR TO HIRING) DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION? HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION?

(NOTE: PLEASE EXCLUDE MISDEMEANOR CONVICTIONS FOR MARIJUANA-RELATED OFFENSES MORE THAN TWO YEARS OLD; CONVICTIONS THAT HAVE BEEN SEALED, EXPUNGED, OR LEGALLY ERADICATED; AND MISDEMEANOR CONVICTIONS FOR WHICH PROBATION WAS SUCCESSFULLY COMPLETED OR OTHERWISE DISCHARGED AND THE CASE WAS JUDICIALLY DISMISSED. A CONVICTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. EACH CASE WILL BE CONSIDERED ON ITS OWN MERITS).

IF YES, PLEASE EXPLAIN AND STATE THE CHARGE, THE COURT, THE DATE OF THE CONVICTION, AND THE DISPOSITION OF THE CASE:

PLEASE DESCRIBE THE DUTIES & RESPONSIBILITIES OF YOUR POSITION, AS WELL AS YOUR ACCOMPLISHMENTS.

MAY WE CONTACT THIS EMPLOYER FOR REFERENCES?

YES _____

NO _____

EMPLOYER

HOURLYRATE _____ SALARY _____

FROM (MM/YYYY) TO (MM/YYYY) REASON FOR LEAVING

JOB TITLE SUPERVISOR'S NAME PHONE

STREET CITY ZIP

PLEASE DESCRIBE THE DUTIES & RESPONSIBILITIES OF YOUR POSITION, AS WELL AS YOUR ACCOMPLISHMENTS.

MAY WE CONTACT THIS EMPLOYER FOR REFERENCES?

YES _____

NO _____

EMPLOYER

HOURLYRATE _____ SALARY _____

FROM (MM/YYYY) TO (MM/YYYY) REASON FOR LEAVING

JOB TITLE SUPERVISOR'S NAME PHONE

STREET CITY ZIP

PLEASE DESCRIBE THE DUTIES & RESPONSIBILITIES OF YOUR POSITION, AS WELL AS YOUR ACCOMPLISHMENTS.

MAY WE CONTACT THIS EMPLOYER FOR REFERENCES?

YES _____

NO _____

PROFESSIONAL REFERENCES (MINIMUM 3)

NAME

COMPANY

STREET

PHONE

TITLE

CITY

ZIP

NAME

COMPANY

STREET

PHONE

TITLE

CITY

ZIP

NAME

COMPANY

STREET

PHONE

TITLE

CITY

ZIP

TRAININGS/CERTIFICATIONS

ARE YOU CPR/FIRST AID CERTIFIED? YES _____ IF YES PLEASE PROVIDE EXPIRATION DATE _____

HAVE YOU RECEIVED PRO-ACT OR CPI TRAINING? YES _____ NO _____ IF YES PLEASE PROVIDE NAME OF TRAINING _____

EXTRACURRICULAR

PLEASE DESCRIBE ANY HOBBIES, SPECIAL INTERESTS, AND ACTIVITIES. (PLEASE OMIT THOSE INDICATING RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, OR THE EXISTENCE OF A DISABILITY.)

LANGUAGES

PLEASE LIST ANY LANGUAGES, WITH THE EXCEPTION OF ENGLISH THAT YOU SPEAK OR USE.

PLEASE LIST DAYS AND HOURS YOU ARE AVAILABLE TO WORK:

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN
FROM:	_____	_____	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____	_____	_____

DECLARATIONS

____(INITIALS) I HEREBY CERTIFY THAT I HAVE NOT KNOWINGLY WITHHELD ANY INFORMATION THAT MIGHT ADVERSELY AFFECT MY CHANCES FOR EMPLOYMENT AND THAT THE ANSWERS GIVEN BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I, THE UNDERSIGNED APPLICANT, HAVE PERSONALLY COMPLETED THIS APPLICATION. I UNDERSTAND THAT ANY OMISSION OR MISSTATEMENT OF MATERIAL FACT ON THIS APPLICATION OR ON ANY DOCUMENT USED TO SECURE EMPLOYMENT SHALL BE GROUNDS FOR REJECTION OF THIS APPLICATION OR FOR IMMEDIATE DISCHARGE IF I AM EMPLOYED, REGARDLESS OF THE TIME ELAPSED BEFORE DISCOVERY. TO THOROUGHLY INVESTIGATE MY REFERENCES, WORK RECORD, EDUCATION AND OTHER MATTERS RELATED TO MY SUITABILITY FOR EMPLOYMENT AND, FURTHER, AUTHORIZE THE REFERENCES I HAVE LISTED TO DISCLOSE TO THE COMPANY ANY AND ALL LETTERS, REPORTS AND OTHER INFORMATION RELATED TO MY WORK RECORDS, WITHOUT GIVING ME PRIOR NOTICE OF SUCH DISCLOSURE. IN ADDITION, I HEREBY RELEASE THE COMPANY, MY FORMER EMPLOYERS AND ALL OTHER PERSONS, CORPORATIONS, PARTNERSHIPS AND ASSOCIATIONS FROM ANY AND ALL CLAIMS, DEMANDS OR LIABILITIES ARISING OUT OF OR IN ANY WAY RELATED TO SUCH INVESTIGATION OR DISCLOSURE.

____(INITIALS) I UNDERSTAND THAT NOTHING CONTAINED IN THE APPLICATION, OR CONVEYED DURING ANY INTERVIEW WHICH MAY BE GRANTED OR DURING MY EMPLOYMENT, IF HIRED, IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN ME AND THE COMPANY. IN ADDITION, I UNDERSTAND AND AGREE THAT IF I AM EMPLOYED, MY EMPLOYMENT IS FOR NO DEFINITE OR DETERMINABLE PERIOD AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE, AT THE OPTION OF EITHER MYSELF OR THE COMPANY, AND THAT NO PROMISES OR REPRESENTATIONS CONTRARY TO THE FOREGOING ARE BINDING ON THE COMPANY UNLESS MADE IN WRITING AND SIGNED BY ME AND THE COMPANY'S DESIGNATED REPRESENTATIVE.

____(INITIALS) SHOULD A SEARCH OF PUBLIC RECORDS (INCLUDING RECORDS DOCUMENTING AN ARREST, INDICTMENT, CONVICTION, CIVIL JUDICIAL ACTION, TAX LIEN OR OUTSTANDING JUDGMENT) BE CONDUCTED BY INTERNAL PERSONNEL EMPLOYED BY THE COMPANY, I AM ENTITLED TO COPIES OF ANY SUCH PUBLIC RECORDS OBTAINED BY THE COMPANY UNLESS I MARK THE CHECK BOX BELOW. IF I AM NOT HIRED AS A RESULT OF SUCH INFORMATION, I AM ENTITLED TO A COPY OF ANY SUCH RECORDS EVEN THOUGH I HAVE CHECKED THE BOX BELOW.

____(INITIALS) I WAIVE RECEIPT OF A COPY OF ANY PUBLIC RECORD DESCRIBED IN THE PARAGRAPH ABOVE.

SIGNATURE OF APPLICANT

DATE