

MACON - EAST MONTGOMERY ACADEMY
APPLICATION FOR EMPLOYMENT

Please Print **ALL**
Information: except
signature

Office Use:

PLEASE COMPLETE PAGES 1-4 DATE: _____

NAME: _____
LAST FIRST MIDDLE MAIDEN

Present Address: _____
NUMBER STREET CITY STATE ZIP

How Long: _____ Social Security Number: _____

Position applied for and desired salary 1. _____ 2. _____	Employment desired: Full-time only: _____ Part-time only: _____ Full or part time: _____ Substitute: _____
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When available for work? Do you hold a valid Teaching Certificate? YES _____ NO _____
 If Yes, what state? _____ Expires _____
 Certificate Number: _____

Type of School	Name of School	Location	Number of years completed	Degree & Major
High School				
Comm College				
Bus - Tech College				
College - undergrad				
College - grad				

HAVE YOU EVER BEEN CONVICTED OF A CRIME ? YES _____ NO _____
 Do not include moving traffic or parking citations.
 If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation: _____

DO HAVE A DRIVER'S LICENSE? YES _____ NO _____
 Driver's License Number: _____ State: _____ Expiration date: _____
 Operator: _____ Commercial: _____ Chauffeur: _____

Have you had any accidents during the past 3 years? _____ How many: _____
 Have you had any moving violations during the past 3 years? _____ How many? _____

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Tech Skills Typing: Yes _____ No _____ Computer: _____ PC _____ Mac _____
Other skills or areas of interest and hobbies: _____

Please list 2 references other than relatives or previous employers:

Name: _____	Name: _____
Position: _____	Position: _____
Company: _____	Company: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

HAVE YOU EVER BEEN IN THE ARMED FORCES? YES _____ NO _____
ARE YOU A MEMBER OF THE NATIONAL GUARD OR RESERVES? YES _____ NO _____
If yes, Specialty: _____ Entry date _____ Discharge date _____

Work Experience Please list your work experience for the past 5 years beginning with your most recent job held. If you were self employed, give firm name. **Attach additional sheets if needed.**

Employer Address City, ST, Zip Phone #	Name of last Supervisor	Employment dates	Pay or Salary
		From	Start
		To	Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while employed by this company

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May we contact your present employer? Yes _____ No _____

Did you complete this application yourself? Yes _____ No _____

If not, who did? _____

Signature of Applicant: _____ Date: _____

APPLICATION WAIVER

In exchange for the consideration of my employment application by Macon - East Montgomery Academy (hereinafter called "the School"), I agree and/or understand:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefits plans, policy statements, and the like as they may exist from time to time, or other School practices, shall serve to create an actual or implied contract of employment, or to confer any right to become or remain an employee of the School, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Head of School or designee of the School's Board of Trustees. Both the undersigned and the School may end the employment relationship at any time, as described in the employment contract. If employed, I understand that the School may unilaterally change or revise their benefits, policies and procedures and such changes may include a reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby give the School permission to contact schools, previous employers (unless otherwise indicated), references and others and hereby release the School from any liability as a result of such contract.

I also understand that (1) the School has a drug policy that provides for testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful result of the testing under such policy. I further understand that continued employment may be based on successful physical and mental examinations when necessary.

I understand that in connection with the routine processing of the employment application, the School will run a criminal background check and that if employed I must provide documentation of being finger printed pursuant to Alabama law. Upon on written request from me, the School will provide me with information from the criminal background check.

I further understand that my employment with the School shall be probationary for a period of (sixty) 60 days, and that at any time during the probationary period or thereafter, my employment relation with the School is terminable at will for any reason by either party.

Signature of Applicant: _____ Date: _____

Macon - East Montgomery Academy is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, citizenship, age or disability. We assure you that your opportunity for employment with this School depends solely on your qualifications.

Thank you for completing this application and for your interest in our school