



## **Notice to Applicants**

We are pleased that you have chosen to apply for employment with Holly Hill Day School, Inc.

Holly Hill is an equal opportunity employer. It is the policy of Holly Hill Day School to consider all applicants for employment based on their qualifications in light of job vacancies. Holly Hill Day School fully complies with all applicable laws which prohibit discrimination on the basis of race, color, religion, sex, natural origin, age, and veteran or disability status.

For the safety of our current and future employees, we intend for this to be a drug-free workplace. Alcohol and/or drug testing may be undertaken at any time by Holly Hill Day School.

To be sure that your application receives full consideration, you must fill it in completely and accurately. Applications are considered active for 30 days from the date they are filed. After 30 days, the applications are retired to an inactive file and held in an inactive status for a period of time required by law. If you have not been hired within 30 days of the date you file your application and you wish to be considered for positions that become available after that date, you must return to this office and fill out a new application or update your old application.



# Holly Hill Day School, Inc.

## Application for Employment

### Personal Information (Please print)

Date of Application	Full Name			
Street Address		City	State	Zip
Home Phone	Cell Phone	Email Address		
S.S. #	Driver's License #	Are you 18 yrs. Or Older? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Position Desired:

Position for which you are applying:	Hours available for work:	Rate of pay desired:
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### General Questions:

Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where? _____ When? _____
If your application is considered favorably, what date are you available to begin work?	
If hired, would child care services be required for any of your children here at Holly Hill? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe in full: _____	
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe in full: _____	
<i>Proof of citizenship or immigration status will be required upon employment.</i>	

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not yet been annulled, expunged or sealed by a court?

Yes  No

If yes, please describe in full:

If related to anyone in our employ, please state their name and employment location:

Referral Source (circle): Advertisement Friend Relative Walk-in Employment Agency Other: \_\_\_\_\_

Education	Name & Location of School	# Years	Did you Graduate?	Degree/ Diploma
Grammar School				
High School				
College				
Trade, Business, Or Correspondence School				
General subjects of special study or research work (qualifying work experience, i.e., home employment, volunteer work, etc.):				
Other special skills or training (languages, computers, etc.):				

**Former Employers:** list a record of employment for the past 10 years, starting with the last one first. List all jobs. Explain gaps between employment, i.e. volunteer work, stay-at-home mom/dad, etc.

From	To	Employer Name, Address, Phone #	Salary	Position	Reason for Leaving


**References:** Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Type Business	Phone #	Years Acquainted

## **Job Applicant Agreement and Certification**

**“I certify that the information given by me in this application is true in all respects, and I agree that if the information is found to be false in anyway, it should be considered sufficient for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.”**

**“I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Holly Hill Day School and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Holly Hill Day School made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Holly Hill Day School retains the same right.**

**“I understand that prior to being offered employment with Holly Hill Day School I may be requested to take an employment examination. In the event that I have a disability which will affect my ability to take the test, I will so inform Holly Hill Day School prior to administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. Holly Hill Day School reserves the right to require medical documentation concerning the need for the accommodation.”**

**“I understand that employment policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures in whole or part at any time.”**

**“I understand that this application will be kept active for 30 days from the date completed, after which time I would have to re-apply in accordance with established company procedures.”**

**“I certify that I have never been convicted of and it has never been shown by credible evidence, e.g., a court or jury, a department investigation or other reliable evidence that I have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.”**

**“I understand that as a condition of the application process Holly Hill Day School will perform a federal, state, and local criminal history and records check, and by signing this application I acknowledge my understanding of this and my consent to such checks and any updated reports.”**

**“I understand and agree that upon request by my employer and when applicable at any time during the term of my employment, I must present evidence of a valid driver’s license and by signing this application I consent to a driver’s license record check with the appropriate authorities.”**

**“I understand a confidentiality letter must be signed and kept on file at the school.”**

**CPR and First Aid are prerequisites for employment at Holly Hill Day School. You have thirty days from the date of your signature to supply proof of certification.**

**Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_**