



Application for Employment

As an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, Corrales International School does not discriminate against applicants or employees because of their age, race, color, religion, national origin, sex or on any other basis prohibited by law.

PLEASE TYPE OR PRINT CLEARLY				DATE
NAME (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER	
CURRENT ADDRESS (Street)	(City)	(State)	(Zip Code)	PHONE NUMBER Area Code ()
RESIDENT ADDRESS (Street) (If different from above)	(City)	(State)	(Zip Code)	PHONE NUMBER Area Code ()
ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, STATE YOUR DATE OF BIRTH _____				

TYPE OF POSITION DESIRED	
POSITION APPLIED FOR:	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SUMMER <input type="checkbox"/> TEMPORARY <input type="checkbox"/> OTHER	HOURLY PAY RATE:
HAVE YOU EVER BEEN CONVICTED OF A CRIME (MISDEMEANOR OR FELONY)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, EXPLAIN:	(WHERE) (WHEN) (CHARGED)
(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying for.)	

RECORD OF EDUCATION							
Name and Address of School		Dates Attended		Graduated		Type of degree/ Diploma received /Expected	Major/Minor Field of Study
		From	To	Yes	No		
High School (last attended)							
Colleges/Universities							
Graduate School							
Trade, Business or Correspondence School							

LISTS ANY CLUBS, ORGANIZATIONS, SOCIETIES, OFFICES HELD AND PROFESSIONAL GROUPS TO WHICH YOU BELONG WHICH HAVE A DIRECT BEARING UPON YOUR QUALIFICATIONS FOR THE JOB WHICH YOU ARE SEEKING.

LIST ANY HOBBIES OF INTEREST WHICH HAVE A DIRECT BEARING ON THE JOB FOR WHICH YOU ARE APPLYING.

DESCRIBE ANY HONORS YOU HAVE RECEIVED.

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

**EXPERIENCE
(Most Recent Experience First)**

1. NAME AND ADDRESS OF EMPLOYER	STARTING POSTION	ENDING POSITION
<hr/> <hr/> <hr/> <p>FROM MO ___ YR ___ TO MO ___ YR ___</p> <p>PHONE NUMBER AREA CODE ()</p>	<hr/> <p align="center">SALARY</p> <hr/> <p>STARTING / ENDING</p> <p>\$ \$</p> <hr/> <p align="center">REASON FOR LEAVING</p> <hr/>	<hr/> <p align="center">NAME AND TITLE OF SUPERVISOR</p> <hr/> <hr/> <p align="center">ENDING POSITION</p> <hr/>

2. NAME AND ADDRESS OF EMPLOYER	STARTING POSTION	ENDING POSITION
<hr/> <hr/> <hr/> <p>FROM MO ___ YR ___ TO MO ___ YR ___</p> <p>PHONE NUMBER AREA CODE ()</p>	<hr/> <p align="center">SALARY</p> <hr/> <p>STARTING / ENDING</p> <p>\$ \$</p> <hr/> <p align="center">REASON FOR LEAVING</p> <hr/>	<hr/> <p align="center">NAME AND TITLE OF SUPERVISOR</p> <hr/> <hr/> <p align="center">ENDING POSITION</p> <hr/>

3. NAME AND ADDRESS OF EMPLOYER	STARTING POSTION	ENDING POSITION
<hr/> <hr/> <hr/> FROM MO ___ YR ___ TO MO ___ YR ___ PHONE NUMBER AREA CODE ()	<hr/> SALARY <hr/> STARTING / ENDING \$ \$ <hr/> REASON FOR LEAVING <hr/>	<hr/> NAME AND TITLE OF SUPERVISOR <hr/> <hr/> ENDING POSITION <hr/>

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? YES NO
IF NO, INDICATE BY NUMBER WHICH ONE (S) YOU DO NOT WISH US TO CONTACT

REFERENCES

Give name, address and telephone number of three references who are not related to you.

NAME	ADDRESS	PHONE
1.		
2.		
3.		

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment.

I further understand that an investigative report may be made as to my character and general reputation. I authorize all past employers, schools, persons and organizations having relevant information or knowledge to provide it to Corrales International School or its duly authorized representative for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application. Upon written request by me, with a reasonable period of time, Corrales International School will make available to me the nature and scope of all reports of every type obtained.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Corrales International School, its subsidiaries and affiliates, and me for either employment or for providing of any benefit. If an employment relationship is established, I understand that my employment can be terminated, with or without cause, at the option of either Corrales International School or myself.

In signing this form I certify that I understand all the questions and statements in this application.

Further, if granted a position with Corrales International School, I will comply with Corrales International School policies and procedures which will be given upon employment.

SIGNATURE OF APPLICANT

DATE

FOR PERSONNEL USE ONLY

DATE OF APPLICATION RECEIVED	REFERRAL SOURCE
INTERVIEWED BY	DATE
REFERENCE CHECK COMPLETED (DATE, AND BY WHOM)	
DISPOSITION AND REASON	