

Wellington

Application for Employment

GENERAL INFORMATION *Please include all former names.*

Name _____ Telephone _____

Address _____ Cell phone _____

City/State/Zip _____ Email address _____

Permanent address _____

Applying for position of _____ Date available _____

Former name(s) _____

Are you willing to submit to a background check? ☐ Yes ☐ No How did you hear about this position? _____

EDUCATION & SERVICE

Most recent college or university _____

Major/Minor _____ Degree/number of years attended _____

Accomplishments, awards, honors, publications _____ Graduation Date: _____

Other College or University _____

Major/Minor _____ Degree/number of years attended _____

Accomplishments, awards, honors, publications _____ Graduation Date: _____

Other College or University _____

Major/Minor _____ Degree/number of years attended _____

Accomplishments, awards, honors, publications _____ Graduation Date: _____

Secondary School _____ Did you graduate? ☐ Yes ☐ No

If no, number of years completed _____

Professional Certification/Issuing Agency _____

Military Service: Branch and years of service _____

EMPLOYMENT/VOLUNTEER EXPERIENCE *Please list all relevant employment and/or volunteer experiences, most recent first.*

May we contact your current employer? ☐ Yes ☐ No

Employer/Organization _____ Dates from _____ to _____
MM/DD/YY MM/DD/YY

Position _____

Supervisor _____ Phone _____

Reason for leaving _____

Employer/Organization _____ Dates from _____ to _____
MM/DD/YY MM/DD/YY

Position _____

Supervisor _____ Phone _____

Reason for leaving _____

EMPLOYMENT/VOLUNTEER EXPERIENCE Please list all relevant employment and/or volunteer experiences, most recent first.

Employer/Organization _____ Dates from _____ to _____
MM/DD/YY MM/DD/YY
Position _____
Supervisor _____ Phone _____
Reason for leaving _____

Employer/Organization _____ Dates from _____ to _____
MM/DD/YY MM/DD/YY
Position _____
Supervisor _____ Phone _____
Reason for leaving _____

Employer/Organization _____ Dates from _____ to _____
MM/DD/YY MM/DD/YY
Position _____
Supervisor _____ Phone _____
Reason for leaving _____

Additional Qualifications _____

REFERENCES Please list three people who know you well and can attest to your professional abilities, work accomplishments, or other job-related attributes. Please do not list relatives.

Name and Position	Company/Organization	Telephone	Relationship

VERIFICATION QUESTIONS Please add explanations as requested. Use the back of the form as needed.

1. Do you have a valid driver's license? ☐ Yes ☐ No

2. Have you ever been convicted or entered a guilty or no contest plea to any crime or participated in a pre-trial diversion program or treatment in lieu of conviction? ☐ Yes ☐ No

If the answer to this question changes at any time prior or during employment, The Wellington School must be notified immediately.

If yes, please explain (including the nature, circumstances and date of the offense) _____

3. Have you ever been terminated from a job or asked to resign in lieu of termination? ☐ Yes ☐ No

If yes, please explain _____

4. Have you ever surrendered, had suspended, revoked, or limited, or been denied a professional credential (including but not limited to a teaching license or certification)? ☐ Yes ☐ No

If yes, please explain _____

5. Are you a citizen of the United States of America, a permanent resident, or authorized to work in the US? ☐ Yes ☐ No

6. Are you at least 18 years of age? ☐ Yes ☐ No

ADDRESSES *(For the past 8 years)*

Street Address	City	State	ZIP

There are two additional pages. Please read and sign both before submitting your application.

EMPLOYMENT RECORDS CONSENT AND RELEASE

The Wellington School may contact all previous employers and others listed as references as part of the hiring process.

In connection with my application for employment, I hereby authorize and direct any and all of my former employers, supervisors, or personal or business references to give information to The Wellington School concerning any aspect of my employment or volunteer work. This may include any information regarding my qualifications, performance, attendance, discipline, compensation, and any other aspect of my employment or volunteer service.

I understand that social networking sites may be accessed, as well.

This request is a free and voluntary act by me. I hereby release any and all parties from any liability arising from this Consent and Release and the provision or use of such information. If signed digitally, I agree my electronic signature shall have the same force and effect as my written signature. A photocopy or other facsimile of this signature page shall be deemed an original, with the same effect as if the signatures were upon the same document.

Signature

Name

Date

Please continue to the next page.

PLEASE READ THIS CAREFULLY

I understand that this application is not a contract, offer, or promise of employment. I hereby affirm that the information given by me on this application for employment is complete and accurate. I understand that any falsification or omission either on this application or on any supporting document, or otherwise providing false information, will be immediate grounds for dismissal, no matter when the falsification or omission is discovered. Any such falsification during the application process will result in my application being withdrawn from consideration.

I authorize a thorough investigation to be made in connection with this application concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, employment, education, and criminal record, whichever may be applicable for employment purposes. I understand this investigation may include personal interviews with third parties such as family members, business associates, references, financial sources, friends, neighbors, and others with whom I am acquainted.

I further understand I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation. If I am hired, I agree that, unless stated otherwise in a contract signed by the Head of School, my employment and compensation can be terminated with or without cause, and without notice, at any time, at the option of my employer or myself.

I understand that, other than the Head of School, no representative of The Wellington School has the authority to make any agreement for employment for a specified time or to make any other agreement contrary to the foregoing.

I have read and affirm as my own the above statements. If signed digitally, I agree my electronic signature shall have the same force and effect as my written signature. A photocopy or other facsimile of this signature page shall be deemed an original, with the same effect as if the signatures were upon the same document.

Signature

Name

Date

Please attach a cover letter and resume. Faculty candidates should include a statement of educational philosophy. Thank you for your application.

We believe every person plays a role in making Wellington a diverse, equitable, and inclusive place to learn, teach, and work. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our vibrant, innovative educational community. We embrace diversity and do not discriminate on the basis of race, color, religion, gender, disability, sexual orientation, age, or national or ethnic origin in the administration of our admission policies, financial aid, or employment.

The Wellington School is an equal opportunity employer and complies with all applicable federal, state, and local laws which prohibit discrimination in employment because of race, color, national origin, age (18 or older), gender, sexual orientation, religion, disability, marital status, and military and veteran status.