

# Alphabet Academy Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations to participate in the application process.

## Personal Information

Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Phone No. \_\_\_\_\_

Referred By \_\_\_\_\_ Are you 18 years or older? \_\_\_\_\_

## Employment Desired

Position \_\_\_\_\_ Date you can start? \_\_\_\_\_ Wage Desired? \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Minimum hours requested per week? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_ When? \_\_\_\_\_

## Education

Name and Location of School? Did you graduate? Area of Study?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## General

### Subjects of Special Study/Special Skills?

---

---

---

---

## Former Employers

<u>Date/Month/Year</u>	<u>Name/Address of Employer</u>	<u>Position/Salary</u>	<u>Reason for Leaving?</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**References: List 3 persons not related to you, whom you have known at least one year.**

	<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Years Known?</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph lie detector or similar test or examination as a condition of employment or continued employment, any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**If you are to be hired by Alphabet Academy, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You will also have to pass a Criminal Clearance through the State of Oregon. You cannot be hired if you cannot comply with these requirements.**

## **Authorization**

I certify that the facts contained in this application ( and accompanying resume, if any) are true to the best of my knowledge. I understand that any false statement, omission or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Alphabet Academy.

I understand that any employment is conditioned on a background check. I authorize this company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the company, without giving me prior notice of such disclosure. In addition, I release Alphabet Academy, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice at the option of either Alphabet Academy or myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Alphabet Academy, unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by Alphabet Academy and is permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to Alphabet Academy the results of the examination which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate Alphabet Academy to hire. If hired, I agree to abide by all of Alphabet Academy's work rules, policies, and procedures. Alphabet Academy retains the right to revise its policies and procedures, in whole or in part, at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_

