



2019

The Knox School Summer Adventures Employment Application

* 541 Long Beach Road, St. James, NY 11780 * TEL (631)686-1640 * FAX (631) 686-1652 *

www.knoxschool.org

Name _____ Social Security # _____

Address _____

City/State/Zip: _____

Home Phone:(____) _____ Cell:(____) _____

Email: _____ Will you be at least age 16 by 6/27/19? Yes___ No___

POSITION YOU ARE APPLYING FOR: _____

If you have lived at the above address for less than five (5) years please list previous address(es) (including college address if applicable):

Indicate your education level as of September 2019 with an "X":

- High School: Junior _____ Senior _____
- College: Freshman _____ Sophomore _____ Junior _____ Senior _____ Grad _____

Are you legally eligible for employment in this country? Yes/No

Dates required for employment: 6/27/2019 through 8/23/2019; Mon – Fri 8:30 a.m. – 4 p.m.

*Plus NYS mandated orientation dates – TBA

*Start/End date may vary based on enrollment and/or need

Are you able to meet the above attendance requirements of the position? Yes/No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes/No

If yes, please provide date(s) and details below:

ANSWERING THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

SKILLS AND QUALIFICATIONS

List any training, skills, **licenses and/or certificates** that will make you stand out from other candidates for this position (LIFEGUARD APPLICANTS MUST HAVE **CURRENT** CERTS)!

EDUCATIONAL BACKGROUND

List the schools you have attended and any degrees or certificates received, including high school.

EMPLOYMENT HISTORY

Current or Last Position:

Employer: _____ Address: _____

Supervisor: _____ Phone: () _____

Email: _____ Your Position/Title: _____

Dates Employed: _____ to _____ Salary: _____

Responsibilities:

Reason for Leaving:

May We Contact Your Present Employer? Yes _____ No _____

Previous Position:

Employer: _____ Address: _____

Supervisor: _____ Phone: () _____

Email: _____ Your Position/Title: _____

Dates Employed: _____ to _____ Salary: _____

Responsibilities:

Reason for Leaving:

May We Contact Your Present Employer? Yes _____ No _____

Previous Position:

Employer: _____ Address: _____

Supervisor: _____ Phone: () _____

Email: _____ Your Position/Title: _____

Dates Employed: _____ to _____ Salary: _____

Responsibilities:

Reason for Leaving:

May We Contact Your Present Employer? Yes _____ No _____

References:

<u>Name/Title/Company</u>	<u>Phone</u>	<u>Email</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Applicant Statement: Read Carefully Before Signing

I certify that all information I have provided on this application is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel any further consideration of this application, or (2) immediately discharge me from service, whenever it is discovered.

I expressly authorize, without reservation, Knox School Summer Adventures, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and educational institutions, and to otherwise verify the accuracy of all information provided by me on this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Knox School Summer Adventures, its agents, employees or representatives, for seeking, gathering and using information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state and federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Knox School Summer Adventures and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Knox School Summer Adventures reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Knox School Summer Adventures is authorized to make any assurances to the contrary and that no implied, oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the Summer Program Director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Applicant Signature _____ Date _____

Parent/Guardian Signature (if under 18 years of age) _____
Date _____