



Application for Employment

POSITION FOR WHICH YOU ARE APPLYING: _____ Date _____
Application is for this position only and will be retained only until the position is filled. If you wish to apply for any other position, you must complete an application for each position. For teaching, specify subject area.

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
City State Zip Code

Phone Number: Home/Cell () _____ Work/Other () _____

Email: _____

Are you currently authorized to work in the U.S. (U.S. citizen, Lawful Permanent Resident, Alien authorized for employment)? YES NO

For employment at Detroit Waldorf School, you must be able to verify legal authorization to work at the school.

Driver's License Number: _____ State of Issue: _____ Expiration Date: _____

Social Security Number: _____

GENERAL INFORMATION

Type of Employment: Full-Time Part-Time Either

If part-time, what hours would you be available between 8 a.m.-4 p.m.? _____

Date available for employment: _____

Have you ever been employed at the Detroit Waldorf School? YES NO

If YES, list date(s) and position(s) _____

Please list any relatives that are employed at The Detroit Waldorf School:

Name Relationship

Name

Relationship

Are you able to perform the essential functions of the position for which you are applying with or without accommodation? YES NO

Under the Michigan Handicappers' Civil Rights Act and the Vietnam Era Veterans' Readjustment Assistance Act, an employer has a legal obligation to accommodate an employee's or job applicant's handicap unless the accommodation would impose an undue hardship on the employer. A handicapper may allege a violation against an employer regarding a failure to accommodate his or her handicap under that law if the handicapper notifies the employer in writing of the need for accommodation within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed. This does not waive your right to request a reasonable accommodation under the Americans with Disabilities Act of 1990, as amended.

Have you ever been convicted of a felony? YES NO

If YES, list date and place of conviction and crime for which you were convicted:

A conviction record will not necessarily be a deterrent to employment

EDUCATION

Name of High School: _____

Location (City, State): _____

Diploma Received: YES NO GED or equivalent

***NAME OF UNIVERSITY/ COLLEGE:** _____

Location (City, State): _____

Dates Attended: From (mm/yy) _____ To (mm/yy) _____

Did you graduate? YES NO Date graduated (mm/yy): _____

If NO: last date attended (mm/yy) _____ Number of Credits Earned _____

Type of degree(s) _____

Major subject(s) _____

**If hired all official copies of transcripts must be submitted. Photo copies are accepted at time of application.*

WALDORF TRAINING OR ADDITIONAL EDUCATION OR TRAINING

Name of School/Program _____

Location (City, State): _____

Dates Attended: From (mm/yy) _____ To (mm/yy) _____

Did you graduate? YES NO Date graduated (mm/yy): _____

If NO: last date attended (mm/yy) _____ Number of Credits Earned: _____

Type of degree(s) or training: _____

Major subject(s): _____

**Major must include at least 18 semester or 27 term hours. Please attach an additional sheet if you require more space.*

List any special training programs and/or seminars you have attended in the last 5 years:

VOCATIONAL /TECHNICAL TRAINING

Name of School: _____

Location of School: _____

Dates Attended: From (mm/yy) _____ To (mm/yy) _____

Description of Training: _____

LICENSES AND CERTIFICATIONS

Registration State Number Date of Expiration

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EMPLOYMENT HISTORY List present and all past work experience, beginning with most recent

JOB 1 Job Title: _____ Salary/Rate of Pay: _____

Employer Name: _____

Employer Address: _____

Dates Employed: From (mm/yy) _____ To (mm/yy) _____

Full Time Part Time _____ Hours per week _____

Supervisor Name: _____ Supervisor Title: _____

Supervisor Phone Number: () _____

Reason for Leaving: _____

Duties and responsibilities of position, or subjects taught if teaching position:

JOB 2 Job Title: _____ Salary/Rate of Pay: _____

Employer Name: _____

Employer Address: _____

Dates Employed: From (mm/yy) _____ To (mm/yy) _____

Full Time Part Time _____ Hours per week _____

Supervisor Name: _____ Supervisor Title: _____

Supervisor Phone Number: () _____

Reason for Leaving: _____

Duties and responsibilities of position, or subjects taught if teaching position:

JOB 3 Job Title: _____ Salary/Rate of Pay: _____

Employer Name: _____

Employer Address: _____

Dates Employed: From (mm/yy) _____ To (mm/yy) _____

Full Time Part Time _____ Hours per week _____

Supervisor Name: _____ Supervisor Title: _____

Supervisor Phone Number: () _____

Reason for Leaving: _____

Duties and responsibilities of position, or subjects taught if teaching position:

PLEASE ATTACH AN ADDITIONAL SHEET IF YOU REQUIRE MORE SPACE.

OTHER REMARKS

Please note any additional information or comments you feel are relevant to the position for which you are applying. Also list any professional, honorary or technical societies in which you are a member.

REFERENCES

1. Name _____ Years Acquainted _____
Address _____
City _____ State _____ Zip Code _____
Business Phone Number: () _____

2. Name _____ Years Acquainted _____
Address _____
City _____ State _____ Zip Code _____
Business Phone Number: () _____

3. Name _____ Years Acquainted _____
Address _____
City _____ State _____ Zip Code _____
Business Phone Number: () _____

CERTIFICATION

I CERTIFY THAT I HAVE GIVEN TRUE, ACCURATE AND COMPLETE INFORMATION ON THIS APPLICATION TO THE BEST OF MY KNOWLEDGE. I understand that this is very important because The Detroit Waldorf School will be relying on this application and all accompanying materials I have provided in making its hiring decision.

I authorize employers, educational institutions, associations, registration and licensing boards, and others to furnish whatever information is available concerning my qualifications.

I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information will be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and/or criminal action. I further understand that dismissal upon employment will occur if fraudulent information is provided.

If employed, I agree that I will comply with the policies, procedures, rules and regulations of The Detroit Waldorf School; that my employment is not for any specific or stated period of time except as otherwise specifically provided by Board Policy or applicable collective bargaining agreement, or as provided in a separate contractual agreement signed by me and the Board of Trustees or its designee; and that my employment can be terminated at any time, without cause or notice, at the option of either The Detroit Waldorf School or myself as otherwise specifically provided by Board Policy or in an applicable collective bargaining agreement, or as provided in a separate contractual agreement signed by me and the Board of Trustees or its designee.

I further agree that any debts to The Detroit Waldorf School which I may incur during my employment may be withheld from my earnings as provided by law.

Furthermore, Michigan law requires a former or current employer to disclose to a prospective school employer any unprofessional conduct by the applicant [MCL 380.123Ob]. A public or nonpublic school is prohibited from hiring an applicant who refuses to sign a document requesting this information.

Signature _____ Date _____

EQUAL OPPORTUNITY / SEXUAL HARASSMENT POLICY

The Detroit Waldorf School does not discriminate in admissions, hiring, or employment practices on the basis of race, sex, color, religion, national origin, ancestry, marital status, age, or other statuses protected by law. Furthermore, parents, students, faculty, staff members and board members are all expected to conduct themselves and discharge their responsibilities in accordance with the school's non-discrimination policy.