



Application for Employment

Congressional School (the "School") is an equal opportunity employer. The School offers equal employment opportunity to all applicants for employment and all employees without regard to race, color, religion, national origin, sex, gender, sexual orientation, gender identity, pregnancy, childbirth or related medical condition, age, disability, genetic information or characteristic, marital status, amnesty or status as a covered veteran, military service, application for military service, or any other status protected by applicable law. This application will be given every consideration, but its receipt by Congressional School does not imply the applicant will be employed. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment. If you need a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. The Congressional School's campus is a smoke-free work zone.

Position(s) applying for _____ Date _____

- Full Time: Date available to begin _____
 Part Time: Days and Times Available _____
 Temporary: Days and Times Available _____

Have you applied for a position here before? Yes No Salary Desired _____

Personal Data

Name _____
Last First Middle

Address _____
Street City State Zip

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

E-mail: _____

What is the best time to contact you to arrange an interview? _____

Are you legally authorized to work in the United States? Yes No

If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States? Yes No

Are you under sixteen (16) years of age? Yes No

If "Yes," you will be required to produce work eligibility papers before commencing employment.

Do you have reliable transportation? Yes No

How were you referred to the School? _____

Do you have any family members currently employed by Congressional School? Yes No

If yes, please state name and relationship: _____

Have you ever been terminated from a job, asked to resign, or not offered a contract for the following year? Yes No

If yes, please explain the circumstances: _____

Have you ever been the subject of an internal investigation by an employer or been disciplined by an employer (e.g., verbal or written warning, paid or unpaid suspension) due to an allegation or finding of abuse, neglect, or sexual misconduct? Yes No

If yes, please explain the circumstances: _____

Do you hold any educator licenses or certifications? Yes No

If yes, please provide the following information:

TYPE OF LICENSE/CERTIFICATION	STATE OF ISSUANCE	DATE OF ISSUANCE	DATE OF EXPIRATION

Have you ever had a professional or occupational license or certification suspended or revoked, or voluntarily surrendered such a license or certification, due to an allegation or finding of abuse, neglect, or sexual misconduct? Yes No

If yes, please explain the circumstances: _____

Criminal History

Please note: under Virginia law, an applicant may answer “no” with respect to any inquiry relative to prior arrests, criminal charges, or convictions when the record relating to such arrest, criminal charge, or conviction is related to the simple possession of marijuana and not open for public inspection pursuant to Virginia Code § 19.2-389.3 (B).

Do you have any currently pending arrests or criminal charges? Yes No

Have you ever been convicted of a misdemeanor in any jurisdiction? Yes No

Have you ever been convicted of a felony in any jurisdiction, including a plea of guilty or nolo contendere? Yes No

Have you ever completed a period of incarceration in any jurisdiction? Yes No

Is there any additional information we should be aware of that if discovered while you were employed by Congressional School would reflect discredit upon the school? Yes No

If the answer to any of the questions above is yes, please explain the nature of the offense(s), the date and place of conviction, and disposition.

The School reserves the right not to extend an offer of employment due to a conviction; however, a conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by law. Factors such as the nature and gravity of the offense, the time that has passed since the conviction and/or completion of the sentence, and the nature of the job for which you are being considered will be taken into consideration.

Education

Name & Location	Major Course of Study	Degree	Years Completed
High School			
College*			
Graduate School*			
Other			

*Verification of education may be required

Please list all certifications and licenses (CPR, First Aid, WSI, etc.):

Special Skills and Qualifications

Please indicate any additional skills and qualifications you may wish us to consider (*e.g.*, music, art, foreign languages, athletics) and any possible student age groups that you would prefer to work with:

Work History

You may attach a resume, but you must complete the following section. Please indicate multiple positions with the same employer and explain any gaps in employment.

Current Employer: _____

Address: _____

Dates employed: From _____ To _____ Position _____
Current

Job Title: _____

Briefly state duties: _____

Reason for Leaving: _____

Supervisor: _____ Title: _____

Tel#: _____ E-mail _____

May we contact? Yes No (Current employer will be contacted before final offer is made.)

Previous Employer: _____

Address: _____

Dates employed: From _____ To _____ Position _____

Job Title: _____

Briefly state duties: _____

Reason for Leaving: _____

Supervisor: _____ Title: _____

Tel#: _____ E-mail _____

May we contact? Yes No

Previous Employer: _____

Address: _____

Dates employed: From _____ To _____ Position _____

Job Title: _____

Briefly state duties: _____

Reason for Leaving: _____

Supervisor: _____ Title: _____

Tel#: _____ E-mail _____

May we contact? Yes No

**** If additional space is required, attach an additional sheet of paper to this application.**

References

Please list three professional references, if no professional references are available then list someone who can provide a reference to your character or any volunteer experience, *i.e.* guidance counselor, professor, clergy, etc.

Name: _____

Address: _____

Phone: _____ E-mail: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Relationship: _____

Restrictive Covenants and Conflicts Of Interest

Have you signed any agreements with your current or former employers that impose any restrictions on your work for others (this includes, but is not limited to, agreements regarding confidentiality, non-disclosure, non-solicitation of students, families or employees, or non-competition)? Yes No

If yes, please provide a copy of the agreement(s).

Are you currently engaged in any business activity, including, but not limited to, acting as an employee (including self-employment), director, officer, consultant, or agent or in any other capacity with any business, that may potentially be in conflict with your duties at the School, if you are hired?

Yes No

(Note: If you are employed by the School, you may not engage in any outside business activities that would interfere with your performance or present a conflict of interest. Outside employment will present a conflict of interest if it has, or potentially has, an adverse impact on the School.)

If yes, please describe the nature of the business activity.

PLEASE DO NOT RESPOND TO THE FOLLOWING QUESTION UNTIL AFTER YOU HAVE READ AND/OR DISCUSSED THE JOB DESCRIPTION(S) FOR THE POSITION(S) FOR WHICH YOU ARE APPLYING.

Are you able to perform the essential functions of the position(s) for which you are applying, with or without a reasonable accommodation? Yes No

Certification of Information

(please read before signing)

I certify and affirm that all of the information I am providing in connection with the application process, including the information provided on this application for employment (“Application”) and any resume submitted, is true, accurate, and complete, and that I have not withheld any information that would, if disclosed, affect this Application unfavorably. I understand that false information; omissions or misleading information or misrepresentations given in connection with this application process, on my resume, or during the interview process may result in a decision not to hire or, in the event that I am employed, immediate termination of my employment, regardless of how or when it is discovered. I understand that failure to complete this Application may result in my disqualification from eligibility for employment.

I authorize the School to investigate all information related to my Application in order to determine my qualifications for employment, and I understand that such investigation may include contacting any person or entity listed on this Application and/or any of my former and/or current employers and other relevant individuals and entities. I authorize all persons and entities having information relevant to my Application, including, but not limited to, my former employers, educational institutions, and references, to provide any and all information to the School, on their own initiative and/or at the request of the School. I expressly release and agree to hold harmless the School, its employees, agents, attorneys, and all the persons and entities with whom the School may discuss, review or share such reference information, from any actual and potential claims or liabilities arising out of or as a result of the request for, provision of, or use of any and all information regarding me. I understand that any offer of employment may be rescinded, or my employment terminated, if any information regarding me is inadequate or unacceptable to the School or if I violate any of the provisions of this Certification.

I understand that completion of this Application does not assure me of a position with the School. I also understand that neither this application nor any other document constitutes a contract of employment for a specific term and that any employment relationship that may be established will be “at-will.” As such, any employment relationship I may have with the School may be terminated at any time, with or without notice, for any reason or no reason, by me or the School. I understand that no representative of the School, other than the Head of School (or his/her designee), has the authority to enter into any agreement for employment with me contrary to the foregoing. I further understand that if I am hired by the School, I must abide by all rules and policies of the School, which, other than the “at-will” employment policy, may be changed without notice at the sole discretion of the School.

I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I also understand that any offer of employment, and continued employment, are conditioned upon the satisfactory completion of a background check, including, but not limited to, criminal history background checks, sex offender database checks, fingerprinting, motor vehicle records checks, educational background checks, reference checks, drug testing, and credit checks, as determined in the sole discretion of the School. I also understand that background checks may be periodically conducted throughout my employment by the School. Employees in safety-sensitive positions, which are defined as any position requiring a current Commercial Drivers’ License, will be required to undergo pre-employment drug screening, will be subject to random drug screening, and continued employment will be contingent upon the results of such tests.

I understand that information, data, and records provided or disclosed by or on behalf of the School or that I otherwise learn in the course of dealing with the School shall be deemed confidential and/or proprietary information. I understand that no right or license, either expressed or implied, is granted to use or disseminate any confidential and/or proprietary information.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION, AND I UNDERSTAND AND AGREE TO ITS TERMS.

Signature of Applicant

Date

Printed Name: _____