



RICHMOND WALDORF SCHOOL

Application for Employment

Richmond Waldorf School is an equal opportunity employer. All applications for employment will be considered without regard for race, color, gender, age, national origin or ancestry, citizenship, disability, marital status, sexual orientation, or veteran status. Conditions for employment are stated at the end of this form. Please read carefully before signing this application. (Application must be completed in full even if attaching resume.)

PERSONAL INFORMATION

Last Name		First Name		Middle Name	Social Security Number*	Date of Application
Present Address (Number & Street)			City	State	Zip	Preferred Telephone Number
Permanent Address (If different from above)			City	State	Zip	Alternate Telephone Number
E-mail Address						

*Your social security number is optional. Failure to submit the information will not prohibit employment consideration. Your social security number may be required on other forms prior to employment.

POSITION DESIRED

Position Title		<input type="checkbox"/> Regular <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time	Date Available	Salary Requirements
Were you ever employed by Richmond Waldorf School or any Waldorf School <input type="checkbox"/> Yes <input type="checkbox"/> No When? Where?			Have you previously applied for employment with Richmond Waldorf School or any Waldorf School? <input type="checkbox"/> Yes <input type="checkbox"/> No When? Where?	

EMPLOYMENT HISTORY

PRESENT OR LAST EMPLOYER				Title or Position	
Address		City	State	Zip Code	Telephone Number
Employment Dates (Month & Year) From: To:		Starting Salary \$ per		Final Salary \$ per	Other Compensation
Name & Title of Immediate Supervisor				Reason for Leaving	
Description of Duties:					

PREVIOUS EMPLOYER				Title or Position	
Address		City	State	Zip Code	Telephone Number
Employment Dates (Month & Year) From: To:		Starting Salary \$ per		Final Salary \$ per	Other Compensation
Name & Title of Immediate Supervisor				Reason for Leaving	
Description of Duties:					

PREVIOUS EMPLOYER				Title or Position	
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Address	City	State	Zip Code	Telephone Number
Employment Dates (Month & Year) From: To:	Starting Salary \$ per	Final Salary \$ per		Other Compensation
Name & Title of Immediate Supervisor		Reason for Leaving		
Description of Duties:				

PREVIOUS EMPLOYER		Title or Position		
Address	City	State	Zip Code	Telephone Number
Employment Dates (Month & Year) From: To:	Starting Salary \$ per	Final Salary \$ per		Other Compensation
Name & Title of Immediate Supervisor		Reason for Leaving		
Description of Duties:				

EDUCATION

	High School or General Equivalency Diploma (GED)	Undergraduate College/University				Graduate/Professional				Business/Technical
School Name & Location										
Circle Last Year Completed		1	2	3	4	1	2	3	4	
Diploma/Degree/Credits										
Course of Study										
Specialized training, apprenticeship, skills, and extra-curricular activities										
Honors you have received										
Additional information you feel may be helpful for us in considering your application										

Other Knowledge, Skills, or Qualifications:

Typing: Yes No WPM _____ Personal Computer: Yes No

Are you familiar with business software? Yes No

MicroSoft Office Yes No Spreadsheets Yes No
Databases Yes No E-mail Yes No
Presentations Yes No Desktop Publishing Yes No

Rate your computer skills: Good Fair Learning Other _____

TRAINING

Sponsoring Organization & Location	Name of Course, Seminar, Etc.	CEUs	No. of Hours	Dates

VOLUNTEER ACTIVITIES *(You need not identify organizations that might indicate your race, gender, national origin, age, religious affiliation, or sexual orientation.)*

Organization	Position/Office Held	Describe Responsibilities and/or Services	Number of Years

REFERENCES

Please indicate whether schooling or employment was under another name: _____

Applicants without recent employment experience should list persons, other than relatives, who know qualifications and/or background experience.

Name	Profession	Telephone/E-mail Contact Information	Business or Home Address

I hereby authorize you to contact all my educational references and the personal employment references as indicated below. I further authorize these references to release to you all information that they have about me (check all that apply).

- Present employer
 Present employer after accepting position
 Previous employers
 Additional references listed

Do you know of any reason why you would not be able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? Yes No

Please describe: _____

Are you legally eligible to be employed in the United States? Yes No *(Proof of identity and eligibility will be required upon employment.)*

Have you ever been convicted of a felony, crime (other than traffic violations), or been the subject of a founded Child Protective Services complaint? Yes No

If yes, please state offense, date, and location. *(A conviction record will not necessarily be cause for disqualification.)*

Are you available to work: Full-time Part-time Nights Weekends
(If you cannot work full-time or there are limitations on your availability, please explain)

I understand that this employment application and any other Waldorf School documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the School at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I also understand that I am submitting this application to become an employee of Richmond Waldorf School and that my employment is conditional upon a criminal background investigation and child protection services central registry clearance.

I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application will be cause for rejection of this application or dismissal after employment and that employment is subject to verification of references.

Statement

Explain briefly why you are interested in working for Richmond Waldorf School.

Signature

Date

The following information is requested for record keeping purposes and will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Please check the block for the racial or ethnic group with which you identify:

- White (includes Arabian)
- Black (includes Jamaican, Bahamians & other Caribbeans of African but not Hispanic or Arabian descent)
- Hispanic (includes persons of Mexican, Puerto Rican, Central or South American, or other Spanish origin or culture)
- Asian & Asian American (includes Pakistanis, Indians, and Pacific Islanders)
- American Indians (includes Alaskans)
- Not disclosed or other

Gender: Male Female

Date of Birth: _____