



# Gilmour Academy

## Application for Employment

*Please print legibly in ink. Answer all questions on the application completely and accurately.*

### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone \_\_\_\_\_  
Home Work

Are you 18 years of age or older? Yes No If no, give date of birth: \_\_\_/\_\_\_/\_\_\_

Have you ever been employed by Gilmour Academy in the past? Yes No

If yes, give dates of employment and position: \_\_\_\_\_

Do any of your relatives work for Gilmour Academy? Yes No

If yes, give their names: \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

If yes, state the nature of the offense, where and when it occurred and the sentence imposed:

Have you been convicted of a misdemeanor within the past seven years (Do not include convictions for speeding or other minor traffic violations or first convictions for disorderly conduct, disturbing the peace, driving under the influence, public intoxication or drunkenness).

Yes No If yes, please explain:

(A felony or a misdemeanor will not necessarily exclude you from employment).

### EMPLOYMENT DESIRED

Position Desired: \_\_\_\_\_ Available Employment Date: \_\_\_\_\_ Wage/Salary Requirements \_\_\_\_\_

Are you applying for: Full Time Part Time

Are there any limitations to your work hours? (i.e., can not work nights, particular weekends, etc.)

Yes No If yes, please explain: \_\_\_\_\_

**VEHICLES**

Please complete this section if the position for which you are applying requires business travel using personal transportation or requires the operation of a company-owned vehicle.

Do you have a valid driver's license?      Yes    No    If yes, which state: \_\_\_\_\_

Driver's license number \_\_\_\_\_

Have you had any traffic related violations or convictions? Yes    No    If yes, please explain:

---



---

**EXPERIENCE**

Please list your last three employers beginning with the most recent.

<b>Name of Employer</b>		<b>Type of Business</b>		<b>Phone</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Salary/Wages \$</b>
<b>Employed</b>	<b>From: To:</b>	<b>Last Position</b>	<b>Full Time Part Time Temporary</b>	<b>Supervisor's Name</b>	
<b>Reason for Leaving:</b>					
<b>Name of Employer</b>		<b>Type of Business</b>		<b>Phone</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Salary/Wages \$</b>
<b>Employed</b>	<b>From: To:</b>	<b>Last Position</b>	<b>Full Time Part Time Temporary</b>	<b>Supervisor's Name</b>	
<b>Reason for Leaving:</b>					
<b>Name of Employer</b>		<b>Type of Business</b>		<b>Phone</b>	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Salary/Wages \$</b>
<b>Employed</b>	<b>From: To:</b>	<b>Last Position</b>	<b>Full Time Part Time Temporary</b>	<b>Supervisor's Name</b>	
<b>Reason for Leaving:</b>					

<b>EDUCATION</b>		
<b>Level</b>	<b>Name and Location of School</b>	<b>Recognition of Completion</b>
<b>High School</b>		<b>Diploma Yes or No</b>
<b>Vocational, Technical, or Other</b>		<b>Certificate Yes or No</b>
<b>College</b>		<b>Some College Undergraduate Degree Currently Pursuing</b>
<b>Graduate School</b>		<b>Graduate Degree Currently Pursuing</b>

**REFERENCES**

**Please list the names of three persons whom you have known for at least one year. Do not include relatives.**

<b>Name:</b>	<b>Address:</b>	
<b>Position/Company:</b>	<b>Years Acquainted:</b>	<b>Phone ( )</b>
<b>Name:</b>	<b>Address:</b>	
<b>Position/Company:</b>	<b>Years Acquainted:</b>	<b>Phone ( )</b>
<b>Name:</b>	<b>Address:</b>	
<b>Position/Company:</b>	<b>Years Acquainted:</b>	<b>Phone ( )</b>

**PLEASE READ AND SIGN THE BOTTOM**

1. I declare that all statements and answers in this application are true and complete in all respects. I acknowledge and agree that any false statement, misleading answer, omission, concealment, or failure to answer any question fully, completely, and accurately will be grounds for terminating my employment irrespective of when the information is discovered.
2. I authorize Gilmour Academy or Gilmour Academy's agent, at any time prior to or during my employment, to: a) investigate my references; b) communicate with my former employers; c) conduct an independent investigation of my character, conduct, and employment record; including, without limitation, a criminal background check and/or request a credit report and/or request an investigative background credit report. I understand that the results of investigation or background checks may be kept and preserved. Additionally, I release all parties from all liability for any damage that may result from furnishing information to Gilmour Academy.
3. If employed, I agree to read the Gilmour Academy Personnel Guidelines Handbook for Non-Teaching and Non-Administrative Personnel and comply with all rules, regulations, and policies whether set forth in the Personnel Guidelines Handbook for Non-Teaching and Non-Administrative Personnel or otherwise. The Academy, in its sole discretion, may amend, change, modify, or delete the Personnel Guidelines Handbook for Non-Teaching and Non-Administrative Personnel or its rules, regulations, and policies at any time.
4. I UNDERSTAND THAT ALL EMPLOYEES OF GILMOUR ACADEMY ARE EMPLOYEES AT WILL AND THAT IF EMPLOYED, MY EMPLOYMENT WITH GILMOUR ACADEMY MAY BE TERMINATED AT ANY TIME WITH OUR WITHOUT REASON OR NOTICE. Nothing contained in the Personnel Guidelines Handbook for Non-Teaching and Non-Administrative Personnel or any other documentation provided to an employee is intended to limit, modify, change, or amend that at will nature of employment with the Academy. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time. I understand that no person other than the Academy's General Counsel has the authority to agree to modify or change the at-will nature of my employment and that any such modification or change must be in writing and signed by the Academy's General Counsel.
5. I agree that upon termination of my employment, I will return all Gilmour Academy property and records in my possession.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE