

Applicant's Name: _____

Position title: _____

Independent Contractor: _____

Date: _____

APPLICATION FOR EMPLOYMENT



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Adams International School is committed to a drug/alcohol-free workplace.

Prospective employees will receive consideration without discrimination of race, gender, religion, age, national origin or other protected groups.

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List any Licenses/Certifications that you have and any other special skills relevant to the position for which you are applying:

Name of license certification: _____

Issuing state: _____ License/certification No: _____

Has your license/certification ever been revoked or suspended? yes__ no__

If yes, state reason(s), date of revocation or suspension and date of reinstatement:

Awards & Additional Training:

Do you speak, write or understand any foreign language(s)? Yes ___ No ___

If yes, which language(s)? _____

Do you have any other experiences, training, qualifications or skills, which you feel make you especially suited for work at this company? If yes, please explain: _____

Personal References:

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

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Employment History:

List all jobs, military service, verifiable volunteer work and self-employment in the United States, beginning with present or most recent jobs. Include any periods of unemployment greater than one month in duration. Print clearly. You must fully complete this section even if you include a resume.

Company: _____ Phone: () _____

Address: _____ Supervisor _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes ___ No ___

Company: _____ Phone: () _____

Address: _____ Supervisor _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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Job Title: _____ Starting Salary: _____ Ending Salary: _____

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Work Eligibility:

Adams INTERNATIONAL SCHOOL hires only U.S. citizens and lawfully authorized alien workers. If an offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

Are you a U. S. citizen or are you legally authorize to work in the United States?

Yes _____ No _____

If less than 18 years of age, do you have a work permit? _____ Yes _____ No

Have you ever been convicted of a criminal offense, other than a minor traffic violation?

_____ Yes _____ No

If yes, please explain. _____

Previous Work with Adams INTERNATIONAL SCHOOL:

Have you ever worked for Adams INTERNATIONAL SCHOOL or any of its subsidiaries?

_____ Yes _____ No If yes, where? _____

Have you, within the last 12 months, applied for a position with Adams INTERNATIONAL SCHOOL or any of its subsidiaries? _____ Yes _____ No If yes, where? _____

_____ Yes _____ No If yes, where? _____

Do you have any friends or relatives employed by Adams INTERNATIONAL SCHOOL?

_____ Yes _____ No If yes, please identify: _____

If you were referred for this job, please explain: _____

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Please read carefully and sign below:

I hereby certify that all of the information contained in this application is complete and accurate to the best of my knowledge.

I hereby authorize all prior employers, schools, credit bureaus, the Social Security Administration, law enforcement agencies and investigative agencies to give Adams International School any and all information concerning my previous employment and any pertinent information they may have, personal and otherwise, concerning my qualifications for the position I applied for. I release all persons and entities from all liability for any damage that may result from furnishing information to Adams International School.

I also release Adams International School and all of its employees from all liability for any damage that may result from reliance on the information furnished. If employed by Adams International School, I agree to abide by its policies, rules and regulations. I understand that my employment is at-will and therefore, my employment and compensation can terminate, with or without cause, at any time, at my option or the option of Adams International School. I further understand and agree that this at-will employment relationship will remain in effect throughout my employment with Adams International School or any of its affiliated companies, unless it is modified by a specific written employment contract for a special duration which is signed by an officer of Adams International School at the level of Director or above. This at-will employment relationship may not be modified by any oral or implied agreement.

I understand that this application is completed for the position or positions indicated and that it will be necessary to reapply for other positions when they become available. I also understand that this application is good for only thirty (30) days from today's date. If I still desire to be considered for a position with the company after this application expires, it will be my responsibility to complete a new application and file it with the company.

SIGNATURE OF APPLICANT

DATE SIGNED