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 Website: www.chelseaschool.edu □ email: information@chelseaschool.edu

Chelsea School

Application for Employment

Chelsea School complies with the law regarding reasonable accommodation for disabled employees under the Americans with Disabilities Act. Applicants requiring reasonable accommodation so they can participate in the interview process are requested to contact the hiring coordinator to make arrangements for such accommodation.

We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion and recognition of individuals, on the basis of their ability and job-related qualifications and without regard to race, religion, color, sex, sexual orientation, national origin, age, physical disability, or any other classification proscribed under applicable federal, state or local law.

You may submit a copy of a current resume; however, an application must be completed in full to be considered for employment.

Please fill out this application completely. Failure to complete all sections can disqualify you from consideration for employment.

Position(s) Applied For **Date of Application**

Last Name **First Name** **Middle Name**

Address **City** **State** **Zip Code**

Telephone Number(s) **Social Security Number**

Driver's License Information
 (State of issue) _____ **License #** _____ **Exp. Date:** ____ / ____ / ____

Have you ever filed an application with Chelsea School before? Yes ___ No ___ **If Yes, give date** _____

Have you ever been employed by Chelsea School? Yes ___ No ___ **If Yes, give date** _____

Are you currently employed? 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 ___
 (Should you be offered a job, you will be required to show proof of employment authorization.)

Have you been convicted of a felony within the past seven (7) years? Yes ___ No ___
If Yes, please explain _____

(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions that have not been expunged from the records.)

Education

List any educational degrees, programs or courses you have taken that would be helpful in the performance of your job at Chelsea School. Include current enrollments. Please note that we verify educational background.

	High School	Undergraduate College or University	Graduate or Professional School
School Name and Location			
Year Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Teaching Certificates	State	Date of Issuance/Expiration	Subject-Grade Level
Describe any specialized training, internships, skills and extra-curricular activities			
Describe any honors you received			
State any additional information you want to be considered in your application			

Employment Experience

Please provide information concerning your work history by filling out this section completely. List your current or most recent job first. Military experience can be included if you obtained skills that would be helpful in the job for which you are applying. (If more space is needed, please write on a separate page.) You can attach a resume in addition to completing the following, but you still must fill out the following information. Please provide an explanation for any gaps in time in your employment history. Please circle the name of any employer or supervisor whom you do not want contacted at this time.

Employer	Dates	Work Performed
	From: To:	
Address	Hourly Rate/Salary	
	Starting: Final:	
Telephone Number(s)	Job Title	
Supervisor	Reason for Leaving	

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Telephone Number(s)	Job Title	
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Is there any additional information we should be aware of that if discovered while you were employed at the School would reflect discredit upon that School? If Yes, please describe.

Teaching or Employment References

Please provide three (3) references who are not related to you.

1.			
(Name)	(Position)	(Phone Number)	
(Street)	(City)	(State)	(Zip code)
2.			
(Name)	(Position)	(Phone Number)	
(Street)	(City)	(State)	(Zip code)
3.			
(Name)	(Position)	(Phone Number)	
(Street)	(City)	(State)	(Zip code)

Polygraph Notification

Under Maryland law, an employer cannot require or demand that an individual submit to or take a lie detector or similar test either as a condition of employment, prospective employment or continued employment. An employer who violates this law shall be guilty of a misdemeanor and subject to a fine not exceeding \$100.

Signature

Date

Applicant's Acknowledgment

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the employer to investigate any information, including my employment history, educational background, credit history, driving record and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions and personal references may provide information that they have about me in response to inquiry from the employer. I understand that an offer of employment by Chelsea School is contingent upon obtaining reference information learned through the above-mentioned reference checks as well as upon the successful completion of a criminal history check. I understand that false information, omissions or misleading information or misrepresentations given in my application or during the interview process can result in a refusal to hire, or discharge in the event of employment. I understand that I will be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be subject to the rules, regulations and applicable policies of the School, and will be subject to the issuance of a written contract of employment. I also will be required to certify that I am not employed by any other institution, upon my commencing employment at Chelsea School. The School is an Equal Opportunity Employer, and will treat all employees and all applicants for employment equally and fairly based upon job-related qualifications and in accordance with all applicable local, state and federal laws.

Signature

Print Name

Date