



## Application For Employment

*The Lab School of Washington is an inclusive and welcoming school that celebrates diversity, including race, color, religion, national and ethnic origin, gender identity, gender expression, sexual orientation, disability, age or any other status protected by applicable law. We welcome candidates representing the diversity of today's global world.*

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

**Date of Application:** \_\_\_\_\_

**Last name:** \_\_\_\_\_

**First name:** \_\_\_\_\_

**Middle name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Have you ever filed an application with us before?**

If Yes, list date: \_\_\_\_\_

**Have you ever been employed with us before?**

If Yes, list date(s): \_\_\_\_\_

**Are you currently employed?**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. **Initial acknowledgement:** \_\_\_\_\_

### Education

List any educational degrees or certificate programs from accredited Colleges, Universities or Training programs including any in which you are currently enrolled.

#### High School

School Name: \_\_\_\_\_

School Location: \_\_\_\_\_

Highest Year Completed:

Diploma/Degree:

**\*Undergraduate**

School Name:

School Location:

Highest Year Completed: Diploma/Degree: 

Describe Course of Study:

**\*Graduate/Professional**

School Name:

School Location:

Highest Year Completed: Diploma/Degree: 

Describe Course of Study:

**Teaching Certificates**State:  Date of Issuance/Expiration:  Subject-Grade Level: State:  Date of Issuance/Expiration:  Subject-Grade Level: 

Describe any specialized training, apprenticeship, skills and extracurricular experiences:

Describe any honors you have received:

State any additional information you feel may be helpful to us in considering your application.

## Employment Experience

Please provide information concerning your work history by filling this section out completely, listing your four most recent employers. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying. You may attach a resume in addition to completing this section. Please provide explanation for any gaps in time in employment history.

Current/Most Recent Employer:

Dates of Employment:

to

Current/Most Recent Employer Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Job Title:

Supervisor Job Title:

Reason for Leaving:

May we contact?

Work Performed:

Employer:

Dates of Employment:

to

Employer Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Job Title:

Supervisor Job Title:

Reason for Leaving:

Work Performed:

Employer:

Dates of Employment:

to

Employer Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Job Title:

Supervisor Job Title:

Reason for Leaving:

Work Performed:

Employer:

Dates of Employment:

to

Employer Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Job Title:

Supervisor Job Title:

Reason for Leaving:

Work Performed:

Please provide explanation for any gaps in time in employment history.

Is there any additional information we should be aware of that if discovered while you were employed at the School would reflect poorly upon the School? If yes, please describe.

## Teaching or Employment References

Please give three professional references (not related to you) who are former or current employers/supervisors.

### Reference 1

Name:

Position:

Phone #:

Email:

Address:

City:

State:

Zip Code:

### Reference 2

Name:

Position:

Phone #:

Email:

Address:

City:

State:

Zip Code:

### Reference 3

Name:

Position:

Phone #:

Email:

Address:

City:

State:

Zip Code:

## Applicant's Acknowledgment

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the School to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My current and former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer.

I understand that any offer of employment by the 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 and background check. I understand that omitting relevant information or providing misrepresentations or false or misleading information in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment.

The Lab School of Washington is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. The School shall 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.

THE SCHOOL COMPLIES WITH THE LAW REGARDING REASONABLE ACCOMMODATION FOR DISABLED EMPLOYEES. CONSISTENT WITH APPLICABLE LAW, THE SCHOOL WILL MAKE REASONABLE ACCOMMODATION TO THE KNOWN PHYSICAL OR MENTAL DISABILITIES OF QUALIFIED APPLICANTS UNLESS DOING SO WOULD CAUSE AN UNDUE HARDSHIP ON THE OPERATION OF THE SCHOOL. APPLICANTS REQUIRING REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS ARE REQUESTED TO CONTACT THE DIRECTOR OF HUMAN RESOURCES IN ORDER TO REQUEST AN ACCOMMODATION.

Print Name:

Date:

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Signature:

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