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# Employment Application

Harrison Street Academy (HSA) is an equal opportunity employer. This application will not be used for limiting or excluding any qualified applicant form consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative. HSA complies with the ADA and considers reasonable accommodations measures that may be necessary for eligible and qualified applicant/employees to perform essential functions.

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Available to start: |  | Last four digits of Social Security No.: |  |

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| --- | --- |
| Position Applied for: |  |

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| How did you hear about this position? |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES  ☐ | NO  ☐ | If no, are you authorized to work in the U.S.? | | YES  ☐ | NO  ☐ |
|  |  |  |  | |  |  |
| What documents can you provide to prove your citizenship or legal work status? |  |  |  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever applied to or worked for Harrison Street Academy before company? | YES  ☐ | NO  ☐ | If yes, when? |  |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Harrison Street Academy is a Christian educational institution and as such we require all employees to be of the same religion. Are you a Christian person of faith? | YES  ☐ | NO  ☐ |  |  |
|  |  |  |  |  |
| Have you ever been convicted of a criminal offence (felony or misdemeanor)? | YES  ☐ | NO  ☐ | If yes, please state the nature of the crime(s), When andWhere you were convicted and where the case wasDisposed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| --- | --- | --- | --- | --- |
| Do you have friends, relatives, or acquaintances working for Harrison Street Academy? | YES  ☐ | NO  ☐ | If yes, please state name& relationship |  |
| Do you have reliable transportation to and from work? | YES  ☐ | NO  ☐ |  |  |
|  |  |  |  | |
| Are you 18 years of age or older? | YES  ☐ | NO  ☐ | If no, D.O.B |  |
|  |  |  |  | |

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| Are you able to give job-required care that includes, but is not limited, to complete sight and sound supervision indoors and outdoors? | YES  ☐ | NO  ☐ | If no, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| Are you able to lift and carry a job-required weight of 40 lbs.? | YES  ☐ | NO  ☐ |

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| --- | --- | --- |
| Are you comfortable with all job-required aspects of diapering and toilet training? | YES  ☐ | NO  ☐ |

Please provide below a brief description of your personality, talents, and interests. Please include why you desire to work at Harrison Street Academy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Education and Training

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| --- | --- | --- | --- |
| High School: |  | Address: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES  ☐ | NO  ☐ | Diploma: |  |

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| --- | --- | --- | --- |
| College: |  | Address: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES  ☐ | NO  ☐ | Degree Earned: |  |

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| --- | --- | --- | --- |
| Other: |  | Address: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES  ☐ | NO  ☐ | Degree Earned: |  |

## References

*Please list three professional references.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
|  |  | | Email: |  |
| Address: |  | | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |  | Email: |  |
|  |  | | Email: |  |  |  |  |
| Address: | |  | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
|  |  | | Email: |  |
| Address: |  | | | |

## Previous Employment

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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting salary or hourly rate : | **$** | Ending salary or hourly rate : | **$** |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES  ☐ | NO  ☐ |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES  ☐ | NO  ☐ |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting salary or hourly rate : | **$** | Ending salary or hourly rate : | **$** |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES  ☐ | NO  ☐ |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |
|  |  |
|  |  |
| What military skills do you possess that would be an asset for this position? |  |
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## At-Will-Employment

## If you are employed by HSA, the relationship between you and HSA is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or by HSA. No representative of HSA has authority to enter into any agreement contrary to the forgoing “employment at will” relationship. You understand that your employment is ‘At Will”, and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either HAS’s most senior company officer.

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |