

TOUCHSTONE

EDUCATIONAL CONSULTANTS

Employment Application

Please Print

Programs, services and employment are available equally to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

APPLICANT DATA:

How were you referred to us: _____

Full Name: _____

Last

First

Middle

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Other Phone: () _____ Email Address: _____

Date available to start: _____ Salary Requested: _____

If you are under 18 and we require a work permit, can you furnish one? ☐ Yes ☐ No

If no, please explain: _____

Have you ever worked for this company? ☐ Yes ☐ No If yes, when? _____

If hired, can you provide verification of your legal right to work in the United States? ☐ Yes ☐ No

Type of employment desired: ☐ Full-time ☐ Part-time

Have you ever been convicted of a felony? — do not include any information regarding any marijuana-related conviction that is more than two years old: ☐ Yes ☐ No

If yes: Conviction date: _____ Explanation: _____

Answering yes to these questions does not constitute an automatic rejection of employment. Date of the offense, seriousness and the nature of the violation, rehabilitation and position applied for will be considered.

Driver's license number if applicable to position: _____ State: _____

EDUCATION:

High School: _____ Address: _____

of Years Completed: _____ Did you graduate? ☐ Yes ☐ No GPA: _____

College/University: _____ Address: _____

of Years Completed: _____ Did you graduate? ☐ Yes ☐ No Degree: _____

Major: _____ GPA: _____

Other: _____ Address: _____

of Years Completed: _____ Did you graduate? ☐ Yes ☐ No Degree: _____

Major: _____ GPA: _____

REFERENCES:

Please furnish the name, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: (___) _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title _____ Ending Salary and Title: _____

Reason for Leaving: _____

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: (___) _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title _____ Ending Salary and Title: _____

Reason for Leaving: _____

Dates of Employment: From ___ / ___ / ___ To ___ / ___ / ___ Position(s) Held: _____

Firm: _____ Address: _____

Phone: (___) _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title _____ Ending Salary and Title: _____

Reason for Leaving: _____

I hereby certify that all of the foregoing information that I have supplied in this application is correct and complete. I understand and agree to allow Touchstone Educational Consultants to verify the information provided. I further understand that any falsification of information may constitute grounds for immediate dismissal upon the discovery thereof. I give Touchstone Educational Consultants permission to contact any or all of my previous employers and references for full information and hereby release Touchstone Educational Consultants from any liability for doing so.

If employed and in consideration of my employment, I agree to conform to the rules, policies and procedures of Touchstone Educational Consultants. **I understand that if hired, I will be an at-will employee, which means that I may terminate my employment at any time, that Touchstone Educational Consultants may transfer, reassign, suspend or demote me at any time, and that my employment may be terminated at any time, with or without notice and with or without cause.** I further understand that the only person who makes any agreement that an employee's employment will be other than that "at-will" is the Executive Director, or a designee of Touchstone Educational Consultants, and even then, any such agreement must (i) be in writing; (ii) be signed by the Executive Director, or a designee of Touchstone Educational Consultants and by the affected employee; and (iii) must expressly state the intention to change the at-will nature of the affected employee's employment.

Signature of Applicant: _____ Date: _____