

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.*

**Date**

/ /

**Position applied for:**

### APPLICANT DATA:

How were you referred to us: \_\_\_\_\_

Full Name: \_\_\_\_\_

Last	First	Middle			
Address: _____			City: _____	State: _____	Zip: _____

Phone: (    ) _____	Other Phone: (    ) _____	Email Address: _____
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Date available to start: _____	Salary Requested: _____
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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: _____
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# of Years Completed: _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	GPA: _____
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College/University: _____	Address: _____
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# of Years Completed: _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____
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Major: _____	GPA: _____
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Other: _____	Address: _____
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# of Years Completed: _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree: _____
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Major: _____	GPA: _____
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### 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: (    ) _____
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Address: _____	City: _____	State: _____	Zip: _____
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Name: _____	Phone: (    ) _____
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Address: _____	City: _____	State: _____	Zip: _____
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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: \_\_\_\_\_