

Tottenberry's
Private School
7302 Broadway
Pearland, TX 77581
281-997-8333 (phone) 281-997-6499(fax)

APPLICATION OF EMPLOYMENT

IT IS THE POLICY OF TOTTENBERRY'S PRIVATE SCHOOL TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, RELIGIOUS BELIEF, SEX, AGE, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP OR VETERAN STATUS.

Note: Please type or print your answers. If you print, please do so in blue or black ink.

PERSONAL INFORMATION

First Name	Middle Initial	Last Name
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Current Address _____
Street & Apt #

City	State	Zip Code
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Permanent Address (if different from above) _____
Street & Apt #

City	State	Zip Code
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Phone _____ E-mail _____

I am a U.S. citizen or otherwise authorized to work in the United States on an unrestricted basis. Yes No

Have you ever been convicted of a felony? Yes No
If you answered yes, please explain.

EMPLOYMENT HISTORY

Present or most recent employer:

Employer _____
Address _____
Your position _____
Salary _____
Duties _____
Dates of Employment _____ to _____
Supervisor _____
Name _____ Title _____
May we contact _____ Yes _____ No Phone Number _____
Reason for leaving _____

Prior Employment:

Employer _____
Address _____
Your position _____
Salary _____
Duties _____
Dates of Employment _____ to _____
Supervisor _____
Name _____ Title _____
May we contact _____ Yes _____ No Phone Number _____
Reason for leaving _____

Employer _____
Address _____
Your position _____
Salary _____
Duties _____
Dates of Employment _____ to _____
Supervisor _____
Name _____ Title _____
May we contact _____ Yes _____ No Phone Number _____
Reason for leaving _____

EDUCATION

High School

Name & City _____
Did you graduate? _____ Yes _____ No
Attended from _____ to _____
If you did not graduate, did you receive your GED? _____ Yes _____ No
Special honors and awards _____

Technical or Vocational School

Name & City _____
Did you graduate? _____ Yes _____ No
Attended from _____ to _____
Degree or Certification _____
Specialty _____
Special honors and awards _____

College or University

Name & City _____
Did you graduate? _____ Yes _____ No
Attended from _____ to _____
Degree _____ Major _____
Special honors and awards _____

Name & City _____
Did you graduate? _____ Yes _____ No
Attended from _____ to _____
Degree _____ Major _____
Special honors and awards _____

POSITION INFORMATION

Position Specifications

Position applying for _____

How did you hear about this job? _____

What hours are you willing to work? _____

When would you be able to start? _____

Desired salary _____

Skills

Please describe any experience you have with children _____

Additional languages spoken _____

Other skills _____

I HEREBY CERTIFY THAT MY ANSWERS AND ASSERTIONS SET FORTH IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF I AM EMPLOYED, I UNDERSTAND THAT ANY FALSE STATEMENTS ON THIS APPLICATION CAN BE CONSIDERED SUFFICIENT CAUSE FOR MY DISMISSAL. I HEREBY AUTHORIZE TOTTENBERRY'S TO INVESTIGATE ANY ASPECT OF MY PRIOR EDUCATIONAL AND EMPLOYMENT HISTORY.

I UNDERSTAND THAT IF I AM HIRED, EMPLOYMENT WITH TOTTENBERRY'S IS "AT WILL", WHICH MEANS THAT EITHER TOTTENBERRY'S OR I CAN TERMINATE MY EMPLOYMENT FOR ANY REASON NOT PROHIBITED BY STATE OR FEDERAL LAW.

I ALSO UNDERSTAND THAT TOTTENBERRY'S IS A SMOKE-FREE ENVIRONMENT AND HIRES ONLY INDIVIDUALS WHO ARE SMOKE FREE.

Signature _____ Date _____