

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE



**Hancock Day School
Application for Employment**

DATE _____

Name _____
Last First Middle Maiden

Present Address _____
Street City State Zip

How long have you resided at this address: _____ Social Security No. _____-____-

Telephone () _____ E-Mail _____

If under 18, please list age _____

Position applied for _____
and salary desired _____
(Be Specific)

Days/hours available to work
No Pref _____ Thurs _____
Mon _____ Fri _____
Tues _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired ___ Full-Time Only ___ Part-Time Only ___ Full or Part-Time

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (COMPLETE MAILING ADDRESS)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ___ NO ___ YES

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offenses was/were committed, sentence(s) imposed, and type of rehabilitation. _____

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APPLICATION FOR EMPLOYMENT

Work experience Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____