

O'Neill Language Academy

Application For Employment

General Information					
Name (Last, First, Middle)		Date	Social Security Number		
Present Address					
Home Telephone Number		Day time Telephone Number			
Position Applying For		Date Available	Expected Hourly Wage		
Type of Employment Desired <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Please Specify Days and Hours Available for Work.			
Referral Source <input type="checkbox"/> Walk-in <input type="checkbox"/> Advertisement <input type="checkbox"/> External Posting <input type="checkbox"/> Internal Posting					
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No Convictions are not an absolute bar to employment but will be considered only in relation to specific job requirements.		Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of your legal right to work in the United States will be required after any hiring decisions have been made.			
Education					
How many years of school have you completed?					
Name of Graduate School	Address	Did you receive a Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Type?		
Name of College or University	Address	Did you receive a Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Type?		
Name of Business or Vocational School	Address	Did you receive a Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Type?		
Name of High School	Address	Did you receive a Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Type?		
Experience and Skills					
Please list any languages that you are fluent in. Check the areas you are fluent in.		Speaking	Reading	Writing	Listening
Please list any languages that you are currently studying.					
Please list any teaching experience that you have.					
Please list any art or music talents (instruments or singing).					
Please list all data entry, word processing, hardware and software skills that you are able to efficiently perform.					
Please list any current licenses, certifications or professional accreditations (including dates).					

Please turn over.

References

Please list three business references who are not relatives or personal friends.

Name	Address	Phone	Years Known	Occupation

Employment History

Employer	Address	City	State
Supervisor's Name	Supervisor's Title	Telephone Number	May We Contact?
Employed From:	Employed To:	Job Title	Ending Salary
Reason For Leaving ?			
Specific Duties			

Previous Employer	Address	City	State
Supervisor's Name	Supervisor's Title	Telephone Number	May We Contact?
Employed From:	Employed To:	Job Title	Ending Salary
Reason For Leaving ?			
Specific Duties			

Previous Employer	Address	City	State
Supervisor's Name	Supervisor's Title	Telephone Number	May We Contact?
Employed From:	Employed To:	Job Title	Ending Salary
Reason For Leaving ?			
Specific Duties			

Authorization of Information

I authorize an inquiry regarding information contained in this application if I am considered for employment. I authorize any previous employer to release to O'Neill Language Academy any and all confirmation concerning my past work history, including disciplinary records, to be used in connection with my consideration for employment. I hereby affirm that the information provided in this application is accurate and true to the best of my knowledge. I understand that misrepresentation, omission or falsification of facts in connection with my application may be sufficient cause cancellation of consideration for employment or dismissal whenever discovered.

At - Will Employer

O'Neill Language Academy (OLA) is an at-will employer. Therefore, the employees of OLA are not bound by an employment contract. The acceptance of this application does not constitute a contract of employment. Therefore, any offer of employment made by OLA may be terminated, with or without notice, without any obligation or liability other than for payment of wages at the agreed rate for services rendered.

<hr style="width: 80%; margin: 0 auto;"/> <p>Applicant's Signature</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Date</p>
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