

# The Hill School

## Application for Faculty Position

*Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.*

### PERSONAL INFORMATION

Today's Date \_\_\_\_\_  
Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Email Address: \_\_\_\_\_  
Cell Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

### QUALIFICATIONS

How did you hear of this opening?  
\_\_\_\_\_  
If you were to be hired, when can you start training? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_  
Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No  
Are you looking for full-time employment?  Yes  No  
If no, what hours are you available? \_\_\_\_\_  
Are you 18 years or older?  Yes  No  
Do you have a high school diploma or GED?  Yes  No  
Do you have a current TB test?  Yes  No  
Are you CPR/First-Aid certified?  Yes  No  
Have you ever worked in a classroom setting?  Yes  No  
Have you ever been convicted of a felony?  Yes  No If yes, please describe conditions. \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION

School Name and Location	Year	Major	Degree
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____
Other Training _____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

(Start with most recent employer)

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Terminated \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Terminated \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

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Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Terminated \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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1. What is your favorite children's book? \_\_\_\_\_
2. What is your favorite children's song? \_\_\_\_\_
3. What is your favorite TV show? \_\_\_\_\_
4. If you could pick anything to do on the weekend and money was no option, what would you do?  
\_\_\_\_\_

5. If a child in your classroom bit another child, what actions would you take?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If it was time for lunch and your kids were already on their way to the dining room, and the cook informed you it would be another 15 minutes until lunch, what would you do?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. If you were in charge of a classroom and it was time to clean up, but none of your children were listening to you, what would you do to their attention to get them to clean up?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you were hired at The Hill School, do you have a back-up plan in place to prevent you from missing work?

Yes  No (for flat tires, sick kids, etc.) If yes, what is your back-up plan?

\_\_\_\_\_  
\_\_\_\_\_

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the Executive Director, has any authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## Please list 3 References.

3 Letters of Reference will also need to be sent to our office before the job will be offered.

1. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
2. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
3. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

\*\*\*We will contact the references you have listed. We also require 3 letters of reference to be sent to our office in order to continue the hiring process. If we do not receive 3 letters of reference within 10 days, we will not continue with the hiring process.\*\*\*

**\*Applications are kept on file for 60 days\***