



# BROWNELL TALBOT

Brownell Talbot School  
400 N. Happy Hollow Boulevard  
Omaha, Nebraska 68132  
402.556.3772

## APPLICATION FOR EMPLOYMENT

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, genetic history, citizenship, disability, military service, or any other status protected under local, state and federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a medical examination, which may include providing body substance samples. This application will remain active for 180 days.

### PERSONAL INFORMATION

Name Last	First	Middle	Social Security #
Home Phone			Work Phone

**Please list below your current address and your two other most recent addresses:**

Current Street	City	State	Zip	Since (Mo/Yr)
Street	City	State	Zip	Since (Mo/Yr)
Street	City	State	Zip	Since (Mo/Yr)

### EDUCATION

High School Attended	City, County, State		Did you earn a Diploma? <input type="checkbox"/> YES <input type="checkbox"/> NO
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Graduate School Attended	City, State	Areas of Study	Degree/Certificate/Diploma
Trade, Business or Other School	City, State	Areas of Study	Degree/Certificate/Diploma

### EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary: \$
Do You Prefer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Can You Work: <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	

**Please answer all of the following questions. When necessary, note question number and use an extra paper to provide explanations:**

1) Are you at least 18 years of age and legally eligible for work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO
2) Will you work overtime when necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO
3) Have you received a job description or been made aware of the essential functions of the position for which you are applying? <input type="checkbox"/> YES <input type="checkbox"/> NO
4) Do you understand the job requirements? (If no, please explain) <input type="checkbox"/> YES <input type="checkbox"/> NO
5) Are you on layoff and subject to recall? <input type="checkbox"/> YES <input type="checkbox"/> NO
6) Are you currently bound by a noncompetition, non-solicitation, or trade secret agreement? (If yes, please explain) <input type="checkbox"/> YES <input type="checkbox"/> NO
7) Have you ever been discharged or asked to resign from a job? (If yes, please explain) <input type="checkbox"/> YES <input type="checkbox"/> NO

## EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER?       YES    NO

**Please list below your last four employers beginning with the most recent:**

<b>Most Recent Employer</b>	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$		Supervisor
Duties		Reason for Leaving		

<b>Next Most Recent Employer</b>	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$		Supervisor
Duties		Reason for Leaving		

<b>Next Most Recent Employer</b>	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$		Supervisor
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<b>Next Most Recent Employer</b>	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving \$		Supervisor
Duties		Reason for Leaving		

## JOB-RELATED SKILLS

**Please answer the following questions if the position you are applying for requires driving a motor vehicle:**

1. Do you have a valid driver's license?    YES       NO  
If YES: State of Issue \_\_\_\_\_ Driver's License Number \_\_\_\_\_ Date of Issue \_\_\_\_\_
2. Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?    YES  
 NO
3. Please list all states from which you hold or have held a driver's license: \_\_\_\_\_

Please use this space to list any special skills you may have that relate to the position applied for:

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

- 1.
- 2.
- 3.

<b>TEACHING CERTIFICATE - IF APPLICABLE SUBMIT A COPY WITH APPLICATION</b>	
Do you have a Nebraska teaching certificate? <input type="checkbox"/> YES <input type="checkbox"/> NO   If yes, exact title:	
Certifications in other states?	State/Date:

Check if you have applied for, but not yet received, a Nebraska teaching certificate.

<b>Indicate any foreign languages you speak, read, and/or write</b>			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**REFERENCES**  
Please list three professional references

Name _____	Phone _____	Email _____
Job Title and Relationship to Applicant _____		
Name _____	Phone _____	Email _____
Job Title and Relationship to Applicant _____		
Name _____	Phone _____	Email _____
Job Title and Relationship to Applicant _____		

**APPLICANT'S CERTIFICATION AGREEMENT**

1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.***
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER\***

I, \_\_\_\_\_ (name), hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to Brownell Talbot School.

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_