

# The Park School of Baltimore

2425 Old Court Road  
Baltimore, Maryland 21208



*Park School is an Equal Opportunity Employer. The School does not discriminate against employees or applicants for employment on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, sexual orientation, age, marital status, or any physical or mental disability unrelated to a reasonable performance of an employee's duties.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

PERSONAL	
Last Name, First, Middle	Date
Street Address	Phone: home
	Phone: cell
City, State, Zip	Phone: work
	E-mail:
Position applied for	Date you can start
Are you currently employed?	Yes ___ No ___
May we contact your current employer?	Yes ___ No ___
Are you available for full-time work?	Yes ___ No ___ If no, what hours can you work?
Have you applied for employment with Park School before?	Yes ___ No ___ If yes, approx.date ___ Dept _____
Have you been employed with Park School?	Yes ___ No ___ If yes, approx.date ___ Dept _____
Reason for leaving:	
Have you ever worked under another name?	Yes ___ No ___ If yes, please list name _____
Are you related to any employee at Park School?	Yes ___ No ___ If yes, what Dept _____
Are you legally eligible for employment in the United States?	Yes ___ No ___
Other special training or skills (languages, machine operations, special licenses, certifications related to job applying for: _____)	
Have you every been discharged or asked to resign from any previous employment?	Yes ___ No ___
If yes, please explain:	
Have you ever been convicted of any violation of the law other than a traffic violation?	Yes ___ No ___
If yes, give date, place of conviction, charge and disposition	
Note: A conviction record will not necessarily bar you from employment. Each application will be individually considered on it's own merits, taking into account such factors as the nature and seriousness of the violation, how long ago it occurred and rehabilitation.	
Are you the subject of a probation before judgement disposition, a not criminally responsible disposition, or any pending criminal charges without a final disposition?	Yes ___ No ___
If yes, state nature of judgement, disposition or charge and date	
How were you referred to us? (Advertisement, agency, friend, other)	

**EDUCATION (Please include professional certifications)**

School Name and Location	Major	# Yrs. Completed	Did you Graduate?	Degree/Status
High			Yes ___ No ___	
College			Yes ___ No ___	
Other			Yes ___ No ___	
Other			Yes ___ No ___	

**EMPLOYMENT**

Please fill out application completely, even if doing so duplicates your resume. Begin with your most recent employment. **MUST include ALL former and current places of employment where you have worked or work in contact with minors.** Attach additional sheets if needed.

Employment Dates: From _____ To _____	Company _____ Address _____	Phone # _____ Email: _____
Job Title: _____	Describe Work _____	
Supervisor's Info: Name _____ Title: _____	Reason for Leaving _____	
Employment Dates: From _____ To _____	Company _____ Address _____	Phone # _____ Email: _____
Job Title: _____	Describe Work _____	
Supervisor's Info: Name _____ Title: _____	Reason for Leaving _____	
Employment Dates: From _____ To _____	Company _____ Address _____	Phone # _____ Email: _____
Job Title: _____	Describe Work _____	
Supervisor's Info: Name _____ Title: _____	Reason for Leaving _____	
Employment Dates: From _____ To _____	Company _____ Address _____	Phone # _____ Email: _____
Job Title: _____	Describe Work _____	
Supervisor's Info: Name _____ Title: _____	Reason for Leaving _____	

List any other job related experiences (work or volunteer): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICES AND RELEASES**

Maryland state law mandates employees of an educational institution are fingerprinted and have a criminal background check. The state also requires that information is obtained from current and former employers to ensure the safety of our students. Employment or continued employment will be contingent upon the results.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST AS A CONDITION OF EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100. I HAVE READ AND UNDERSTAND THE ABOVE.

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

I certify that this application contains no willful misrepresentation or falsification and that this information given by me is true and complete to the best of my knowledge and belief. I authorize The Park School to contact all sources to verify the information on this application. I understand that any falsification, misrepresentation, or fraudulent information provided by me in connection with my application for employment is sufficient grounds for withdrawal of an employment offer or immediate discharge.

I authorize and request my former employers, references, and educational institutions which have information about me, to give Park School any and all information and opinions about me in their possession and which may lawfully be disclosed. I hereby waive written notice of such release of information and opinions, and release such former employers, references, and educational institutions from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state, and local governmental agencies to release to Park School any information requested concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver shall be valid as an original.

I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without reason or notice at the option of either The Park School or myself. Further, I understand that no officer, agent, representative or employee of The Park School has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to that contained in the previous sentence. I also authorize The Park School to deduct from my wages any amounts which may be due it as a result of overpayment of wages, loss or destruction of its property of any other amounts which I may lawfully owe The Park School, or for which I have received full consideration. In the event I become an employee of The Park School, I agree to comply with all rules and regulations and understand I may be terminated or disciplined for any violations.

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

**COMPLETE THIS SECTION IF THE POSITION YOU ARE APPLYING FOR REQUIRES A COMMERCIAL DRIVERS LICENSE**

If you are hired or transferred into a position that requires the operation of a vehicle, we will require Dept. of Motor Vehicles (DMV) investigation. Do you authorize investigation of your DMV record? Yes \_\_\_ No \_\_\_

Driver's license # \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_ Exp.date \_\_\_\_\_

Please attach a copy of your license and DOT card.

The U.S. Department of Labor requires drug testing for positions requiring a Commercial Drivers License CDL. Any offer of employment is contingent upon passing the drug test. Park School will not employ any individual who tests positive for prohibited drug use. Your signature below indicates that you are aware of and understand this regulation.

Your application is incomplete if this notice is not signed and dated. Incomplete applications will not be processed.

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

THE PARK SCHOOL PROVIDES A NON-SMOKING ENVIRONMENT

**Thank you for completing this application form and for your interest in The Park School.**