



13625 EDS DRIVE
HERNDON, VA 20171
Phone: 703.713.3332/Fax: 703.713.3336
www.nysmith.com

EMPLOYMENT APPLICATION

Name: _____ Date: _____

Address _____ City _____ State _____ Zip _____

Phone/Beeper _____ Social Security Number _____ Date Available _____

Email: _____

Position Desired: Administrator _____ Lead Teacher _____ Co-Teacher _____ Extended Care Teacher _____
 Extended Care Asst. _____ Bus Driver _____ Substitute Teacher _____ Summer Camp Counselor _____

Type of Employment Desired: Full-time _____ Part-time _____

Grades Desired: Preschool-3 year olds _____ 4 year olds _____

Kindergarten _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ 8th _____

EDUCATIONAL BACKGROUND

Please list the last three (3) schools attended, starting with most recent, and indicate degree or diploma earned, if any.

School Name and Address	Degree / Diploma	Major & Minor

Please circle Yes, No, or N/A (not applicable) for the following questions.

- 1) If you are not a citizen of the United States, are you legally eligible for employment in the United States? **Yes No N/A**
- 2) Have you ever been discharged or requested to resign from a former position? **Yes No**
- 3) Have you ever been refused renewal of a teaching contract? **Yes No**
- 4) Have you ever been convicted of any offense involving sexual molestation, physical or sexual abuse, or rape of a child? **Yes No**
- 5) Will you permit a criminal background check for verification? **Yes No**
- 6) Have you ever been convicted of a felony other than the above? (Omit minor traffic violations.) **Yes No**
- 7) Have you ever been convicted of reckless driving, or driving under the influence of Alcohol/Drugs? **Yes No**
- 8) Has a Social Services Department, Child Protective Service Unit or any other governmental agency ever investigated charges of child abused or neglect against you and determined such charges to be "founded," "probably founded," "reason to suspect" or similar findings? **Yes No**

Please note that driving vans for class trips is considered to be one of the job requirements. Initials _____

EMPLOYMENT HISTORY

Please provide the following information about your past and current employers, assignments, or volunteer activities (that pertain to your work experience), starting with the most recent (use additional sheets if necessary).

Employer:	Telephone #	Date Employed		Address
		From	To	
Starting Job Title:				
Final Job Title:			Final Salary:	
Immediate Supervisor and Title:				
Reason for Leaving:				
May we contact for reference? Yes No				
Summarize the type of work performed and job responsibilities:				

Employer:	Telephone #	Date Employed		Address
		From	To	
Starting Job Title:				
Final Job Title:			Final Salary:	
Immediate Supervisor and Title:				
Reason for Leaving:				
May we contact for reference? Yes No				
Summarize the type of work performed and job responsibilities:				

Experience with children other than teaching: _____

List any additional, job-related information you would like us to consider: _____

REFERENCES

Name and Address	Telephone Number	Number of years known
	()	
	()	
	()	

CONDITIONS

Employment may not be offered until the application has been completed.

Criminal background checks will be required of all applicants for which an offer of employment is made.

All employees who will be driving school vans must have a current copy of their driving record on file at the school.

I hereby authorize Nysmith School to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Nysmith School and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or Nysmith School can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

If I am employed, I understand I may be required to attend overnight trips with the students.

I understand that it is the policy of Nysmith School not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

Your signature is required to certify that to the best of your knowledge and belief, the information provided herein is complete and true and that the applicant accepts the above conditions for this application.

 Applicant's Signature

 Date