

**Macon East Academy**  
APPLICATION FOR EMPLOYMENT

Please Print **ALL**  
Information: except  
signature

Office Use:

Tech Skills            Typing: Yes \_\_\_\_\_ No \_\_\_\_\_      Computer: \_\_\_\_\_ PC \_\_\_\_\_ Mac \_\_\_\_\_  
Other skills or areas of interest and hobbies: \_\_\_\_\_  
\_\_\_\_\_

Please list 2 references other than relatives or previous employers:

|                 |                 |
|-----------------|-----------------|
| Name: _____     | Name: _____     |
| Position: _____ | Position: _____ |
| Company: _____  | Company: _____  |
| Address: _____  | Address: _____  |
| Phone: _____    | Phone: _____    |

HAVE YOU EVER BEEN IN THE ARMED FORCES? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU A MEMBER OF THE NATIONAL GUARD OR RESERVES? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Specialty: \_\_\_\_\_ Entry date \_\_\_\_\_ Discharge date \_\_\_\_\_

**Work Experience**

Please list your work experience for the past 5 years beginning with your most recent job held. If you were self employed, give firm name. **Attach additional sheets if needed.**

| Employer<br>Address<br>City, ST, Zip<br>Phone # | Name of last<br>Supervisor | Employment dates |    | Pay or Salary      |
|---|----------------------------|------------------|----|--------------------|
|   |                            | From             | To | Start<br><br>Final |
| Your last job title                             |                            |                  |    |                    |

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while employed by this company

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|   |                         | From             | Start         |
|   |                         | To               | Final         |
| Your last job title   |                         |                  |               |
| Reason for leaving (be specific)  |                         |                  |               |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while employed by this company |                         |                  |               |

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| Reason for leaving (be specific)  |                         |                  |               |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while employed by this company |                         |                  |               |

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you complete this application yourself? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, who did? \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION WAIVER

In exchange for the consideration of my employment application by Macon East Academy (hereinafter called "the School"), I agree and/or understand:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefits plans, policy statements, and the like as they may exist from time to time, or other School practices, shall serve to create an actual or implied contract of employment, or to confer any right to become or remain an employee of the School, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Head of School or designee of the School's Board of Trustees. Both the undersigned and the School may end the employment relationship at any time, as described in the employment contract. If employed, I understand that the School may unilaterally change or revise their benefits, policies and procedures and such changes may include a reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby give the School permission to contact schools, previous employers (unless otherwise indicated), references and others and hereby release the School from any liability as a result of such contract.

I also understand that (1) the School has a drug policy that provides for testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful result of the testing under such policy. I further understand that continued employment may be based on successful physical and mental examinations when necessary.

I understand that in connection with the routine processing of the employment application, the School will run a criminal background check and that if employed I must provide documentation of being finger printed pursuant to Alabama law. Upon written request from me, the School will provide me with information from the criminal background check.

I further understand that my employment with the School shall be probationary for a period of (sixty) 60 days, and that at any time during the probationary period or thereafter, my employment relation with the School is terminable at will for any reason by either party.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Macon East Academy is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, citizenship, age or disability. We assure you that your opportunity for employment with this School depends solely on your qualifications.

Thank you for completing this application and for your interest in our school.