



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Thank you for considering Brightside Academy in your job search. Brightside Academy is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, sexual orientation, political affiliations, marital or veteran status. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

PERSONAL	DATE: _____
NAME: _____	
Last	First
Middle	
ADDRESS: _____	
Number	Street
Apt.	
City	State
Zip Code	
POSITION APPLIED FOR: _____	
SALARY DESIRED: _____	DATE YOU CAN START: _____
TELEPHONE: HOME: _____	CELL: _____ EMAIL: _____
GENERAL INFORMATION	
Are you 18 years of age or older? _____ Yes _____ No	
Do you have the legal right to work in the United States? _____ Yes _____ No (Successful applicants will be required to prove identity and eligibility for employment.)	
Do you have experience in, or have you ever worked in a similar industry or business before? _____ Yes _____ No If yes, please explain (including length, position, and industry). _____ _____	
Have you previously applied to Brightside Academy or Allegheny Child Care Academy? _____ Yes _____ No If yes, give date _____ Place: _____	
Have you ever been employed by Brightside Academy or Allegheny Child Care Academy? _____ Yes _____ No If yes, state when and where _____ Reason for leaving: _____	
Have you ever been employed or attended school using any other name? _____ Yes _____ No If yes, please explain: _____	
Have you ever been convicted, plead guilty, or no contest, or forfeited bond or bail for any crime other than traffic violations? _____ Yes _____ No If yes, please explain: _____ (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)	
Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? _____ Yes _____ No	
Are you bilingual? _____ Yes _____ No Foreign Language(s) _____ Speak _____ Read _____ Write _____	
How were you referred? Self _____ Employee (Name of employee) _____	
Newspaper Ad (Name of Newspaper) _____	Date of Ad _____
College Recruiting (College) _____	Agency _____ Other _____

EMPLOYMENT RECORD:

May we contact your present/past employer/s? Yes No

Are you currently employed? Yes No If not, when was your last day employed? _____

Employer From (month/year) To (month/year)

Address Telephone number

Job Title Supervisor's name/Telephone number

Describe your duties and responsibilities: _____

Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____

Reason for leaving: _____

Employer From (month/year) To (month/year)

Address Telephone number

Job title Supervisor's name/Telephone number

Describe your duties and responsibilities: _____

Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____

Reason for leaving: _____

Employer: From (month/year) To (month/year)

Address Telephone number

Job title Supervisor's name/Telephone number

Describe your duties and responsibilities: _____

Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____

Reason for leaving: _____

Employer _____	From (month/year) _____	To (month/year) _____
Address _____	Telephone number _____	
Job title _____	Supervisor's name/Telephone number _____	
Describe your duties and responsibilities: _____		
Starting Salary/Hourly Rate: _____ Ending Salary/Hourly Rate: _____		
Reason for leaving: _____		

Please state what you did in other periods of work not covered above. Include time served in the military, periods of unemployment, self-employment, part-time or temporary work.

From MM/DD/YY	To MM/DD/YY	Employer, Address and Job Title

REFERENCES: Please provide two business references and one personal reference.

Name _____	Phone _____	How do you know them? _____
Name _____	Phone _____	How do you know them? _____
Name _____	Phone _____	How do you know them? _____

EDUCATION				
Education	Name of School City and State	Major Subjects Or Types of Courses	Circle Last Year Completed	Did You Graduate?
High School			Years 9 10 11 12	
Business School			No. of Months	
College or University			Less Than 1 Year 1 2 3 4	Degree Received
Additional Schooling Trade Schools, etc.			Number of Years	Certificate Received

SPECIAL SKILLS

Software Applications, Licenses, Certificates, etc. _____

Positions of leadership held _____

Honors/Awards/Scholarships _____

Extracurricular Activities/Hobbies/Interests _____

Significant training programs or coursework (include course title, school name and completion) Example: Plastic Fusion _____

List machines you can operate (office or field) _____

Where trained? _____

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I authorize Brightside Academy to investigate all statements in this application, to investigate my background, my driving record if applicable to the position applied for and to contact all employers and references.

I authorize Brightside Academy to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. Brightside Academy has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

I understand that this application is not a contract, offer or promise of employment. By filling out this application I am genuinely interested in working for Brightside Academy and I understand that an offer of employment may be subject to receipt of satisfactory reports and the accuracy of all pre-employment information I have supplied. I acknowledge that my employment with Brightside Academy is on an at-will basis. I am free to terminate my employment with Brightside Academy at any time for any reason. Similarly, Brightside Academy is free to terminate our employment relationship at any time, with or without cause or advance notice. Acceptance of employment is not a contract of employment for any specified time.

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to Brightside Academy for their use in evaluating my suitability for employment. Further, I release the examining facility and Brightside Academy from any and all liability, and from any damage that may result from the release of such information.

I understand that certain Brightside Academy work sites are smoke free workplaces and that smoking is not permitted at those workplaces.

If hired, I agree to abide by all the rules and policies of Brightside Academy.

I acknowledge reading and understanding the foregoing statements.

Signature

Date

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. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00