**Merrimac Heights Academy**

100-102 West Main Street – Merrimac, MA 01860

**Employment Application**

Merrimac Heights Academy is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he, she, they may contact a company representative.

APPLICATION INFORMATION

|  |  |
| --- | --- |
| Date of Application | Position(s) applying for: 🞎Teacher 🞎Teaching Assistant 🞎Administrative 🞎Volunteer 🞎Other: |
| Applicant Name | Date of Birth | Gender |
| Address | City | State | Zip Code |
| Telephone 🞎Cell 🞎Home | Email Address |
| How did you hear about this position? | What date would you be available to begin work @ Merrimac Heights Academy? |

**\**PLEASE ATTACH A RESUME &* *Sign Applicant Signature on back side of this form*\***

 **IF YOU DO NOT HAVE A RESUME, YOU WILL NEED TO COMPLETE THE FOLLOWING:**

1. **JOB SKILLS/QUALIFICATIONS** (please list skills and qualifications you possess for the position for which you are applying:

1. **EDUCATION & TRAINING**

High School

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) |  Year Graduated | Degree earned |
|  |  |  |  |

College/University

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) |  Year Graduated | Degree earned |
|  |  |  |  |

Vocational School/Specialized Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) |  Year Graduated | Degree earned |
|  |  |  |  |

1. **PREVIOUS EMPLOYMENT**

Employer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:

Employer Address: City, State, Zip:

Employer Phone Number: Dates Employed:

Reason for Leaving:

May we contact this employer? 🞎Yes 🞎No, Reason:

Employer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:

Employer Address: City, State, Zip:

Employer Phone Number: Dates Employed:

Reason for Leaving:

May we contact this employer? 🞎Yes 🞎No, Reason:

Employer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:

Employer Address: City, State, Zip:

Employer Phone Number: Dates Employed:

Reason for Leaving:

May we contact this employer? 🞎Yes 🞎No, Reason:

**AT-WILL EMPLOYMENT**

The relationship between you and *Merrimac Heights Academy* is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Merrimac Heights Academy. No representative of Merrimac Heights Academy has the authority to enter any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will status, except for a written statement signed by you and the Executive Director.

Applicant Signature: Date:

**OFFICE USE ONLY**

Initial Interview Date: Shadow Date:

Applicant meets Criteria: 🞎Yes, Date offer letter sent: 🞎No, Date rejection letter sent:

Acceptance of job received: 🞎Yes 🞎No By: 🞎Letter 🞎Phone 🞎Other:

🞎Criminal Record Fingerprint Completed Date: 🞎Payroll Set-up Date:

🞎Personnel File Created Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Orientation/Training Date(s) | 30 Day Check-In Date | 90 Day Check-In Date: | 12 Month Review Date: |