



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: <input type="checkbox"/> Teacher <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Administrative <input type="checkbox"/> Volunteer <input type="checkbox"/> Other:	
Applicant Name		Date of Birth	Gender
Address		City	State Zip Code
Telephone <input type="checkbox"/> Cell <input type="checkbox"/> 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:

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

2. 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

3. PREVIOUS EMPLOYMENT

Employer Name: _____	Job Title: _____
Employer Address: _____	City, State, Zip: _____
Employer Phone Number: _____	Dates Employed: _____
Reason for Leaving: _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No, Reason: _____	

Employer Name: _____	Job Title: _____
Employer Address: _____	City, State, Zip: _____
Employer Phone Number: _____	Dates Employed: _____
Reason for Leaving: _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No, Reason: _____	

Employer Name: _____	Job Title: _____
Employer Address: _____	City, State, Zip: _____
Employer Phone Number: _____	Dates Employed: _____
Reason for Leaving: _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes, Date offer letter sent: _____	<input type="checkbox"/> No, Date rejection letter sent: _____
Acceptance of job received: <input type="checkbox"/> Yes <input type="checkbox"/> No By: <input type="checkbox"/> Letter <input type="checkbox"/> Phone	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Criminal Record Fingerprint Completed Date: _____	<input type="checkbox"/> Payroll Set-up Date: _____
<input type="checkbox"/> Personnel File Created Date: _____	

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