



CHOATE ROSEMARY HALL

STAFF APPLICATION

Choate prohibits in all its programs, including hiring and employment practices, discrimination against or harassment of any member or group based upon age, gender, race, color, national origin, ancestry, gender identity or expression, religion, marital status, civil union status, sexual orientation, disability or any other category protected by Connecticut or federal law.

Personal Data

Name (first, middle, last):		Date of application:	
Current address:		Telephone Number: home work cell	
City:			
State:	Zip:	Email:	
List all addresses in last 3 years:			
How were you referred to Choate? Please be specific (i.e. Choate website, employee name, or other sources).			

If under 18 years of age, do you have a work permit? Yes No

Are you either a U.S. citizen or an alien who has the legal right to work in the job for which you are applying? Yes No
Proof of citizenship or immigration will be required upon employment.

Employment Desired

Position for which you are applying _____

Full time _____ Part time _____ Temporary _____ Seasonal _____

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations? Please describe any reasonable accommodations that you will need: Yes No

Educational History

School Name	Location (city, state)	Major Course or Subject	Graduated <i>yes/no</i>		Degree or Certificate
			Yes	No	
			Yes	No	
Technical/trade			Yes	No	
High School			Yes	No	
			Yes	No	
Other education/training			Yes	No	
			Yes	No	

Outside Activities

Professional memberships, certificates, or job-related licenses held that would be relevant to the job that you are applying for:

Special Skills

<i>To be completed by all applicants:</i>				<i>To be completed by applicant for shop/plant work:</i>	
Microsoft Outlook	Basic	Intermediate	Advanced	Type of machines operated	Years experience
Microsoft Word	Basic	Intermediate	Advanced		
Microsoft Excel	Basic	Intermediate	Advanced		
Experienced with:	PC?		Mac?		
	Yes	No	Yes	No	
Please list other skills and/or equipment/language experience that are relevant to the job you are applying for.				List other shop/production skills	
				Served apprenticeship	When served
				Yes	No
				Type of apprenticeship	

Miscellaneous

Were you previously employed by Choate Rosemary Hall?	Yes	No	If yes, when:	
Do you have any relative(s) currently employed by Choate Rosemary Hall?	Yes	No	If yes, list below	
Name	Relationship		Name	Relationship

Drivers

Do you have a valid driver's license? Yes No

If yes, indicate state and expiration date _____

Any additional unexpired motor vehicle operator's license, permit, or endorsement?" Yes No

If yes, please provide all issuing states and expiration dates _____

List any moving violations during the last five years along with any comments or qualifying statements you care to make: _____

Please note: In compliance with Connecticut law, all drivers who transport school children are required to submit to a urinalysis drug test.

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume but please complete this application as well.

Last or present company	Type of business	Title or job classification
Street address	Phone no.	Brief description of job duties
City	State	ZIP code
Supervisor's name and title	Phone no.	
Base salary	Dates worked From	To
Reason for leaving		

Company	Type of business	Title or job classification
Street address	Phone no.	Brief description of job duties
City	State	ZIP code
Supervisor's name and title	Phone no.	
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Company	Type of business	Title or job classification
Street address	Phone no.	Brief description of job duties
City	State	ZIP code
Supervisor's name and title	Phone no.	
Base salary	Dates worked From	To
Reason for leaving		

U.S. Military Record

Branch of service

From

To

Discharge: honorable? Yes No [Dishonorable discharge will not necessarily be a bar to employment.]

List any training and skills acquired while in service that may be applicable to the job for which you are applying:

Professional/Work References

List three references who are not related to you. At least two should be recent employers.

Name	Title/relationship	Address	Phone No.	Occupation

May we contact your present employer? Yes No

Wage or salary requested _____

Date available _____

Statement

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete and understand that the omission and/or misrepresentation of any fact will be cause for immediate dismissal.

In connection with my application for employment, I understand and hereby consent to permit Choate Rosemary Hall to contact anyone it deems appropriate to investigate or verify any information provided by me to discuss my suitability for employment, background, past performance, education or related matters. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against any individual or corporation providing, or seeking such information.

I understand that as this school deems necessary, I may be required to work over the hours or hours outside a normally defined work day or work week.

If hired, I agree to abide by all Choate Rosemary Hall's policies, I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this school is of an "at will" nature which means that I may resign at any time and that Choate Rosemary Hall may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the senior administration of Choate Rosemary Hall.

Date

Signature of Applicant

Mail, email or fax completed applications to:

HR Department
Choate Rosemary Hall
333 Christian Street
Wallingford, CT 06492
Fax: 203-697-2101
Email: hresources@choate.edu