

# Application for Employment

Employees and applicants for employment shall be offered equal opportunity in all aspects of employment without regard to race, color, political affiliation, disability, national origin, marital status, sexual orientation, gender, age, veteran status, pregnancy, or any other protected class. Persons with specific disabilities that prevent them from completing this application and/or interviewing for a position may obtain confidential assistance by contacting the Human Resources Department.

**Application Instructions:**

- Please complete ALL sections of the application; Applications that state "see resume" will not be accepted.
- Please type or hand-print clearly using black or blue ink.
- This application may be reviewed against any open position(s) and will be kept on active status for one (1) year.

**CONTACT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip Code

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Preferred Number to Call: Home Mobile

Date of Application \_\_\_\_\_ Email \_\_\_\_\_

**POSITION(S) APPLYING FOR**

Job Title \_\_\_\_\_ Location \_\_\_\_\_

Job Title \_\_\_\_\_ Location \_\_\_\_\_

Desired Salary/Pay: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Employment Status: Full-Time Part-Time Temporary

How did you hear about this position? Newspaper \_\_\_\_\_ Employee \_\_\_\_\_  
 Internet Site \_\_\_\_\_ Other \_\_\_\_\_

Job Code from Ad: \_\_\_\_\_

Are you able to perform the essential functions of the job with or without an accommodation? Yes No

Are you at least 18 years of age? Yes No

**EDUCATION**

Name of School	Address of School	Course of Study (Major)	Did You Graduate? (Y/N)	Degree Received

We require and recognize only degrees, certificates, coursework, academic credits, etc. earned at a college or university accredited by an accrediting association/agency recognized by the U.S. Department of Education. As required by federal, state, local regulations, laws or regulatory bodies including the No Child Left Behind Act, we require staff members to meet certain criteria, which may include current state certification, acceptable scores on mandatory tests or other documentation that meets the requirements set forth by our organization and/or regulatory bodies for the position applied for and/or held.

**SKILLS, COMPETENCIES, LICENSES AND/OR CERTIFICATES**

**Educators Only:**

Do you have a current Teaching Certification? Yes No How many years of Teaching experience do you possess?

Subject(s) & Grade Level(s): State: Expiration:

**All Applicants:**

List any specific skills which may qualify you for the position(s) you seek:

What proficiencies do you have in computer technology?

Please complete the Work History section in full. Applications that state "See Resume" will not be accepted.

Describe your work experience in detail, beginning with your current or most recent position. Provide an explanation for any gaps in employment. All information in this section must be completed.

**WORK HISTORY**  
**Present/Previous Employer**

Title: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_  
 Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Employer City/State: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Did you supervise others? Yes No If yes, how many? \_\_\_\_\_  
 Please list specific job duties performed: \_\_\_\_\_

May we contact this employer? Yes No

**Previous Employer**

Title: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_  
 Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Employer City/State: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Did you supervise others? Yes No If yes, how many? \_\_\_\_\_  
 Please list specific job duties performed: \_\_\_\_\_

May we contact this employer? Yes No

**Previous Employer**

Title: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_  
 Employer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Employer City/State: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ Did you supervise others? Yes No If yes, how many? \_\_\_\_\_  
 Please list specific job duties performed: \_\_\_\_\_

May we contact this employer? Yes No

**Professional References**

Give the names of three (3) people\*, preferably supervisors, who are familiar with your work. We reserve the right to contact your references.

Name	Title & Employer	How long have you known this person?	Phone Number

\*Do not list relatives as references.

**PLEASE READ THE FOLLOWING GUIDELINES FOR THE STATE IN WHICH YOU ARE APPLYING FOR A POSITION. INITIAL THAT YOU HAVE READ AND UNDERSTAND THE GUIDELINES BEFORE PROCEEDING TO ANSWER ANYMORE QUESTIONS IN THIS SECTION.**

**STATE GUIDELINES FOR ANSWERING CONVICTION AND ARREST QUESTIONS**

- Federal Guidelines:** Convictions and arrest records may be considered in the employment decision as evidence of conduct which may render an applicant unsuitable for a particular position. In the case of an arrest, the employer must consider the relationship of the charges to the position sought and the likelihood that the applicant actually committed the conduct alleged in the charges.
- Arizona:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- California:** You may state 'no record', 'not applicable' or exclude information on any questions inquiring about arrests that did not result in a conviction or information regarding referral to or participation in a pre-trial or post-trial diversion program. You are to answer in the affirmative if you have been convicted, even if no sentence was imposed, arrested and are awaiting trial, out on bail or released on your own recognizance pending a trial. You may exclude information regarding any conviction that is **more than 2 years old** for a violation of subdivision (b) or (c) of Section 11357 of the California Health and Safety code, subdivision (c) of Section 11360, Sections 11364, 11365 or 11560 of the California Health and Safety code as they related to marijuana prior to January 1, 1976 or a statutory predecessor.
- Colorado:** You may exclude information about arrests for civil or military disobediences, unless they resulted in convictions. You may exclude information on a sealed record.
- Connecticut:** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased.
- Delaware:** You may answer 'no record' or exclude information if you have an arrest record that has been expunged.
- District of Columbia:** You may exclude information on questions inquiring about arrests. You may exclude information or state 'no record' for questions on conviction records if your conviction is **10 or more years old** from the time you complete this application.
- Florida:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- Georgia:** You may exclude information regarding your first offense if you received and completed probation. If we disqualify you due to your criminal records, the company must disclose all criminal background information to you and explain how the information affected our decision.
- Hawaii:** You may exclude information or write 'no record' on questions concerning arrests/arrest records. Do not answer questions on conviction records unless you have been given a conditional employment offer. After a conditional offer of employment, you are only required to report convictions within the most recent ten years, excluding periods of incarceration.
- Illinois:** You may exclude information on arrest records. You may state 'no record' for questions on convictions if your conviction has been sealed, expunged or impounded.
- Indiana:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- Kansas:** You are not required to disclose information on an arrest, conviction or diversion record that is expunged.
- Kentucky:** You may exclude information on expunged records. STATE LAW AUTHORIZES THIS SCHOOL TO REQUIRE A CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT FOR THIS TYPE OF POSITION. \* Certified positions
- Maryland:** You need not provide information on any expunged charges.



**CRIMINAL HISTORY**

**STOP! Before you answer this question, make sure that you have read your state's guidelines on the previous pages and initialed.**

**Have you ever pled guilty or pled no contest to a criminal offense or been convicted of a criminal offense?**

- Yes  
 No

*Note: Convictions will not necessarily exclude you from employment, but date and type of conviction may be considered for job placement.*

If yes, please list charge(s): \_\_\_\_\_

Location convicted: \_\_\_\_\_

Date(s): \_\_\_\_\_ Disposition/Status: \_\_\_\_\_

**STOP! Before you answer this question, make sure that you have read your state's guidelines on the previous pages and initialed.**

*(Please ask for blank paper if you require additional space).*

**Have you ever been arrested?**

- Yes  
 No

*Note: An arrest will not necessarily exclude you from employment. The date(s) and circumstance(s) surrounding the arrest(s) will be considered for job placement.*

If yes, please list offense(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Circumstances surrounding arrest(s): \_\_\_\_\_

**Are you legally authorized to work in the United States?**

- Yes  
 No

*Note: Proof of citizenship or immigration status will be required upon employment.*

**U.S. MILITARY EXPERIENCE**

List job related skills acquired during your U.S. Military Service.

Branch: \_\_\_\_\_

Date(s) served: \_\_\_\_\_ Rank or Grade at Discharge: \_\_\_\_\_

Are you a reserve member?  Yes  No If so, what is your status?  Active  Inactive

**GENERAL INFORMATION**

**Company & Subsidiaries: NonPublic Educational Services, Inc.; Richard Milburn Academy; Richard Milburn High School**

**If at any time your responses to the following questions change, you must contact Human Resources immediately.**

Do you possess a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	State	Number	Expiration Date
Have you ever been a vendor or employed by us or any of our subsidiaries?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state date(s), location(s) and position(s).		
Have any of your family members ever been a vendor or employed by us or any of our subsidiaries?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state date(s), location(s) and position(s).		
Do you currently have an outside job that may create a conflict of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state date(s), location(s) and position(s).		
Do you serve on the Board of Directors for any for-profit company?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state date(s), location(s) and position(s).		
If you are hired and a security clearance is required, will you supply the information requested to the best of your ability and permit your fingerprints to be taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

**LANGUAGES AND JOB-RELATED FOREIGN TRAVEL**

Would you consider foreign employment?  Yes  No

Foreign Languages	Speak	Read	Write	Understand	Give brief digest of any job related foreign travel; indicate countries where you have worked.

Indicate good, fair or poor.

## PRE-EMPLOYMENT

**AUTHORIZATION TO RELEASE INFORMATION:** By my signature, I consent to the release of information to authorized officers, agents, and/or employees. Please carefully read each statement and indicate your understanding and acceptance by initialing each.

1	I understand that this application is not a contract of employment, and that the policies of the company do not create any implied promises of future employment.	_____ Initials
2	I understand that if I am employed in a management capacity, I may be required to complete a mandatory non-competition/confidentiality agreement.	_____ Initials
3	I understand that should my position require it, I may be required to submit to a background credit check. I have a right to request a copy of the report in the event that a check is conducted.	_____ Initials
4	In compliance with the Fair Credit Reporting Act, I understand that as a condition of employment I will be required to submit to a criminal background check. I have a right to request a copy of the report.	_____ Initials
5	I understand that the company is an Affirmative Action/Equal Employment Opportunity Employer.	_____ Initials
6	I understand that the company follows an "employment at will" policy, in that the employer or I may terminate my employment at any time or for any reason consistent with applicable state or federal laws.	_____ Initials
7	I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof within three (3) business days will result in denial of employment.	_____ Initials
8	I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers including resumes, and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability or damages related to providing this information. I also release the company from all claims for damages related to conducting such verification.	_____ Initials
9	I understand that following a preliminary decision to hire, I may be asked to submit to a medical examination and/or drug and alcohol screening. I also understand that any offer of employment will be contingent upon the results of the examination and/or screening.	_____ Initials
10	I certify that all statements herein are true, accurate and complete. I understand that any falsification or willful omission shall be cause for dismissal or refusal of employment.	_____ Initials
11	If employed, I agree to conform to the rules and regulations of the company and acknowledge that the rules and regulations may be changed, interpreted, withdrawn or added to by the company at any time, at the company's sole discretion and without prior notice to me. I further acknowledge that my employment may be terminated and any offer of employment or my acceptance of any employment offer may be withdrawn at any time, with or without cause at the option of the company. I understand that all employment is "at will" and that no representative of the company has authority to enter into an agreement for employment for any specified period of time prior to commencement of employment or after I have become employed, to assure any benefits or terms and conditions of employment or to make any agreement contrary to the foregoing. I acknowledge that I have been advised that this application will remain active for no more than one year from the date it was made.	_____ Initials
12	<b>MA only:</b> I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.	_____ Initials

Please feel free to attach any additional qualifying experience or information which may assist us in evaluating your application.

## CERTIFICATION OF APPLICANT

I hereby grant the company access to all relevant information and records concerning my present and prior work history, which may include but is not limited to: my official personnel files, attendance records, evaluation, education records including transcripts, military service, law enforcement records, and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents and/or employees of the company to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Did you complete this application by yourself?    Yes    No    If no, who helped you? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest in employment with us.**

Human Resources  
27 Congress Street,  
Shetland Park, #310  
Salem, MA 01970

Visit us online at [www.nesieducation.org](http://www.nesieducation.org) or [www.milburnschools.org](http://www.milburnschools.org)

## Voluntary Affirmative Action Survey

NESI/RMS is committed to a policy of equal opportunity in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws and regulations at the federal, state and local levels.

- This form is completely voluntary and your application for employment will be considered in the same manner, whether or not you fill out this form. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.
- The information provided on this form is considered confidential and will not be used in any hiring decision.
- The information provided on this form will be kept separately from your application and will be used only in accordance with federal and state regulations.

If you choose to complete this form, we thank you for your cooperation in this important initiative.

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Position Applied For: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Gender:       Female       Male

Race/Ethnicity: (check one of the descriptions below to which you identify)

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White** – (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**Black or African American** – (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** – (Not Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Asian** – (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**American Indian or Alaska Native** – (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**Two or More Races** – (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

**Decline to self-identify**