



Elbow Lane School

828 Elbow Lane, Warrington, PA 18976
School: 215-343-2124 Fax: 215-933-1469
Director: Lisa Puchalski mrsp@elbowlane.com
Asst. Director: Jenn Kunigus jennk@elbowlane.com

Application for Employment

Date: _____

Personal Data (Please Print):

Full Legal Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Social Security Number: _____

Position Applied For: _____

Source of Referral (Please Name):

Advertisement: _____

Friend: _____

Relative: _____

Other: _____

Are you Legally a US Citizen? Yes _____ No _____

Can you provide valid and adequate proof of citizenship? Yes _____ No _____

Note: Appropriate documentation would include at least one of the following: US Passport, IWS issued Certificate of US Citizenship or Naturalization, Resident Alien Card with photograph, unexpired Foreign Passport with valid Work Authorization, Birth Certificate, Driver's License, or Social Security Card.

Have you ever been convicted of a felony? Yes _____ No _____

Do you have a physical, mental, or medical impairment or disability that would limit your job performances for the position for which you are applying? Yes _____ No _____

If yes, please explain: _____

Do you wish to work: Full-time _____ Part-time _____ Desired Salary: _____

Please specify hours you are willing to work: _____

Have you previously been employed by Elbow Lane School? Yes _____ No _____

If yes, when? _____

What date would you be available to begin employment? _____

Elbow Lane School recognizes the following legally protected classes for employees and all employment actions will be made without regard to a staff person's race, color, creed, religion, age, gender (including sexual orientation or preference), national origin (including limited English proficiency), pregnancy, disability or veteran's status.

Education	Name & Address of School	Course of Study	Did you graduate?	Diploma/Degree
High School				
College/Other				
Graduate School				

Additional Certifications: _____

Special Skills or Abilities: _____

Professional Licenses or Certifications: _____

Do you possess a valid driver's license? Yes _____ No _____

If no, explain: _____

Employment Experience (Starting with your present/last employer, include volunteer experience)

Dates Employed	Employer (Name, Address, Phone Number)	Job Title	Supervisor's Name	Salary
From: _____ To: _____				
Duties & Responsibilities:				
Reason for Leaving:				
From: _____ To: _____				
Duties & Responsibilities:				
Reason for Leaving:				
From: _____ To: _____				
Duties and Responsibilities:				
Reason for Leaving:				

References: Give names of three (3) persons, not related to you, whom you have known for at least 1 year.

Name	Address	Daytime Phone	Years Known

The facts set forth in this application are true and complete to the best of my knowledge. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal.

I authorize investigation of all statements and information contained on this application. I further authorize any and all references listed on this application to release all information concerning my previous employment or any pertinent information they may have. I indemnify Elbow Lane School against any liability, which might result from making such inquiries and conducting such an investigation.

I understand and agree that if hired my employment is no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Signature of Applicant: _____ Date: _____