



Kensington School

743 McClintock Drive, Burr Ridge, Illinois 60527
630-990-8000

EMPLOYMENT APPLICATION

Please print or type all information.

Date: _____

GENERAL INFORMATION

Name: _____

Maiden Name: _____

Address: _____

Phone #: _____

Email: _____

Position Applying For: _____ Age Group Preferred: _____

Min. # of Hours per Week Desired: _____ Min. Salary Acceptable: _____

Are you at least 18 years of age? _____

If teacher applicant, are you available for substitute work? _____

Have you previously applied for employment with Kensington School? When? _____

When could you report for work? _____

What prompted your application? Advertisement (specific) _____

Own accord _____ Referral (by whom?) _____

To what organizations (fraternal, social, educational and professional) do you belong?

Special talents: _____

Do you speak any foreign languages? _____

Do you play any musical instruments? _____

Do you like to sing? _____

Your hobbies and recreation: _____

In case of emergency notify: _____ Relationship: _____

Address: _____ Phone: _____

Would you hope that your child(ren) receive a partial scholarship to Kensington School?

EDUCATION

High School: _____ Years Completed: _____

College: _____ Degree/Years Completed: _____

Graduate School: _____ Degree/Years Completed: _____

Undergraduate Major: _____

Graduate Major: _____

Are you planning to further your education? Yes _____ No _____ When/Where? _____

Other special training/experience/certification/diploma:

EXPERIENCE (Must be completed. Indicate last three employers.) *(This section must be completed with accurate employer's name, address and phone number. Upon employment, verification of the last three employers will be made.)*

Name: _____ Dates: _____ Salary: _____
Address: _____
Phone: _____ Name of Supervisor: _____
Position and Duties: _____
Reason for Leaving: _____

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Phone: _____ Name of Supervisor: _____
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Computer/Clerical Experience *(if applicable):*

Computer Knowledge/Programs/Clerical and Bookkeeping Skills:

REFERENCES

Name: _____ Phone #: _____
Address: _____ Relationship: _____

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Address: _____ Relationship: _____

Do you have a Driver's License? _____ List any accidents or violations in the last 3 years:

Have you ever been convicted of a felony criminal offense? _____ If yes, please explain:

PHYSICAL RECORD

Job duties in an early childhood program may be physically and emotionally demanding. The demands include, among other things, the need to lift and carry children on a regular basis and the need to react quickly to emergency situations. Are you able to fulfill these functions of the job? _____

How would you describe your general health?

Are there any physical or personal limitations on the type of work you can perform with children at school or the amount of time you can spend at work?

Date of last physical exam? _____

In order to determine if I have characteristics that qualify me to work effectively with children or otherwise determine my suitability for employment with Kensington School, I authorize Kensington School to contact any references or other sources to obtain personal background information regarding me.

I certify that all of the facts and information listed on this application are true and complete. I understand that any false, incomplete or misleading information given by me on this application may result in rejection of this application at any time even after I am employed and may result in my immediate dismissal.

In the event of my employment with Kensington School, I agree to comply with the rules and regulations governing my employment. In the event I should terminate my employment, I agree to file my resignation two weeks prior to the date effective.

It is my understanding that the first three months of my employment are probationary, and if my services have not proved satisfactory, my employment may be discontinued on a week's notice without prejudice.

Applicant's Signature: _____

DO NOT WRITE IN THE SPACE BELOW

Date to start work: _____ School: _____ Salary: _____
Position: _____ Replaces: _____ Perm/Temp: _____

REMARKS:

