PERSONAL INFORMATION Name Last First Middle

Address _							
	Street Address	City	State	Zip			
Have you lived in any state besides Virginia over the last five years?							
If you ansv for all resid	vered yes, in the space below, p lences outside of Virginia over tl	provide the full street address, inclu he last five years.	ıding city, state,	and zip code,			
Address _	Street Address						
			State	Zip			
Address _	Street Address	City	State	Zip			
Address _							
Address	Street Address	City	State	Zip			
	Street Address	City	State	Zip			
_	Street Address	City	State	Zip			
Telephone	<u> </u>						
	Home	Work		Cell			
Email							
		hard House Middle School?	No Yes				
If yes, plea	ase indicate						
	OYMENT DESIRED pplied for						
	able		Desired Pay \$				
		Drchard House Middle School?	_NoYes				

Position Applied for	
Date Available	Desired Pay \$
Have you previously been employed by Orchard House	Middle School? No Yes
f yes, please indicate dates	
How did you learn about the position?	

It is the policy of Orchard House Middle School to be fair and impartial in all interactions with its employees and candidates for employment and to recruit, hire, and promote individuals who are well-qualified by reason of ability, education, and experience, based on position requirements. We are an equal opportunity employer and take all employment actions without regard to race, religion, color, national origin, sex, age, sexual orientation, marital status, veteran status, genetic information, disability, pregnancy, childbirth, or related medical conditions including lactation, or any other characteristic protected by federal, state, or local law. This applies to all terms and conditions of employment, including compensation and benefits. Orchard House Middle School complies with all federal, state, and local laws relating to non-discrimination in the workplace.

Orchard House Middle School values diverse backgrounds, skills, talents, and experiences and will provide reasonable accommodations to qualified applicants with disabilities unless doing so would create an undue hardship. Applicants who need reasonable accommodations during the hiring process should contact Doug Welch, Director of Operations, at dwelch@orchardhouse.org.



Employment Applicatio

BACKGROUND DATA Answer the following Background Data questions by writing "yes" or "no" in the space provided. 1. Can you, after employment, submit verification of your legal right to work in the United States? 2. Are you 18 years of age or older? 3. Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? 4. Have you been convicted of a felony or misdemeanor? A conviction will not necessarily disqualify you for employment. If yes, briefly describe the nature of the crime(s), the date(s) of conviction, and the place(s) of conviction. 5. Are you currently released on bail, bond, or your own recognizance while awaiting trial for a criminal offense? If yes, briefly describe. **EDUCATION** High School Name of School State/Country Years Attended Graduated? Yes No College/University Name of School Years Attended _____ Major ____ Degree ____ Graduated? __Yes __No **Graduate School** Name of School _____ State/Country _____ Degree _____ Graduated? Yes No Years Attended Major Other Name of School _____ State/Country _____ Years Attended _____ Major _____ Degree ____ Graduated? __ Yes __ No

List any certificates or licenses you hold that may help qualify you for employment.

License or Certification Number	
	Expiration Date
License or Certification Number	

Expiration Date

List any job-related professional or technical organizations to which you belong. You may exclude those organizations which indicate race, religion, color, national origin, sex, age, sexual orientation or any other protected classification of its members.

Indicate your skill level for all that apply: **B =** Beginner **P =** Proficient **E =** Expert **Productivity Apps** Operating Systems MacOS _____ Windows ____ Google Workspace ____ Microsoft365 ____ Other ____ **Word Processors** Design Word _____ Google Docs ____ Other ____ Canva _____ Adobe ____ Other _____ Spreadsheets Social Media Excel Google Sheets Other Facebook _____ Instagram ____ Other ____ Presentation PowerPoint ____ Google Slides ____ Other ____ LANGUAGE SKILLS Language (Please describe your proficiency.) Spanish Read Speak Write Fluent Beg Inter Fluent Beg Inter Beg Inter Fluent Speak English Read Write Beg Beg Inter Fluent Inter Fluent Bea Inter Fluent Speak Other Read Write Beg Inter Fluent Fluent Beg Inter Fluent Beg Inter **EMPLOYMENT HISTORY** (Please complete if you have not been asked to submit a resume. List all employers within past 10 years. Attach additional sheets if needed.) Start \$ End \$ Reported to Position ____ School/Organization Position City State Zip Reason for leaving Telephone Responsibilities/Primary Classes From ____ To ____ Start \$ ____ End \$ ___ Reported to __ Position School/Organization City ____State ____Zip ____ Address _____ Telephone Reason for leaving Responsibilities/Primary Classes Start \$ ____ End \$ ___ Reported to __ From _____ To ____ Position School/Organization____ City State Zip Address___ Telephone Reason for leaving Responsibilities/Primary Classes

COMPUTER SKILLS

PROFESSIONAL REFERENCES

Please provide three in	dividuals who can discuss you	r current or past work performance.	
Name		Relationship	Years Known
Organization		Position	
Phone	E-r	mail	
Name		Relationship	Years Known
Organization		Position	
Phone	E-	mail	
Name		Relationship	Years Known
Organization		Position	
Phone	E-r	mail	
ACKNOWLEDGE I understand and acl	MENT knowledge the following:		
1. If I am offered empto submit proof of my	ployment, as a condition of er y identity and legal right to w	mployment, I will be required withi ork in the United States.	n three days of beginning work
correspondence, is tr signed applicant, hav cation, or misstateme	rue, complete, and correct to re personally completed this a ent of material facts or informa	th in this application, any attached the best of my knowledge. I furthe application. I agree that any omissi ation on this application, on a related to the ction of this application or my imm	er certify that I, the under- on, misrepresentation, falsifi- ed document, or during any
School with any and experience. I authorize	all information that they may ze Orchard House Middle Sch	referenced in this application to propossess concerning my previous enool to request and receive such in sked to complete and sign a crimi	employment, education, or nformation. I also understand
at will, as defined by or without cause and	law and for no definite period with or without prior notice k	osition, it will be offered on condition d, and that my employment may be by myself or the school, unless I ar ther terms and conditions of emplo	e terminated, at any time, with n offered and sign an
5. I have read and un	derstand everything on this a	application.	
Date	Signature		
	ОН	IMS ONLY	
Date received:	— OHMS Staff:	Date acknowledged:	
Reviewed by OHMS S		<u> </u>	