

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 _____
City _____ State/Country _____
Years Attended _____ Graduated? __ Yes __ No

College/University

Name of School _____
City _____ State/Country _____
Years Attended _____ Major _____ Degree _____ Graduated? __ Yes __ No

Graduate School

Name of School _____
City _____ State/Country _____
Years Attended _____ Major _____ Degree _____ Graduated? __ Yes __ No

Other

Name of School _____
City _____ 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.

COMPUTER SKILLS

Indicate your skill level for all that apply: **B** = Beginner **P** = Proficient **E** = Expert

Operating Systems

MacOS _____ Windows _____ Google Workspace _____ Microsoft365 _____ Other _____

Productivity Apps

Word Processors

Word _____ Google Docs _____ Other _____

Design

Canva _____ Adobe _____ Other _____

Spreadsheets

Excel _____ Google Sheets _____ Other _____

Social Media

Facebook _____ Instagram _____ Other _____

Presentation

PowerPoint _____ Google Slides _____ Other _____

LANGUAGE SKILLS

Language (Please describe your proficiency.)

Spanish Read

Beg Inter Fluent

Write

Beg Inter Fluent

Speak

Beg Inter Fluent

English Read

Beg Inter Fluent

Write

Beg Inter Fluent

Speak

Beg Inter Fluent

Other Read

Beg Inter Fluent

Write

Beg Inter Fluent

Speak

Beg Inter Fluent

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.)

From _____ To _____ Start \$ _____ End \$ _____ Reported to _____

School/Organization _____ Position _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Reason for leaving _____

Responsibilities/Primary Classes _____

From _____ To _____ Start \$ _____ End \$ _____ Reported to _____

School/Organization _____ Position _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Reason for leaving _____

Responsibilities/Primary Classes _____

From _____ To _____ Start \$ _____ End \$ _____ Reported to _____

School/Organization _____ Position _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Reason for leaving _____

Responsibilities/Primary Classes _____

PROFESSIONAL REFERENCES

Please provide three individuals who can discuss your current or past work performance.

Name _____ Relationship _____ Years Known _____

Organization _____ Position _____

Phone _____ E-mail _____

Name _____ Relationship _____ Years Known _____

Organization _____ Position _____

Phone _____ E-mail _____

Name _____ Relationship _____ Years Known _____

Organization _____ Position _____

Phone _____ E-mail _____

ACKNOWLEDGEMENT

I understand and acknowledge the following:

1. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States.
2. I hereby certify that all of the information set forth in this application, any attached resume, or other form of correspondence, is true, complete, and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I agree that any omission, misrepresentation, falsification, or misstatement of material facts or information on this application, on a related document, or during any part of the interview process may result in the rejection of this application or my immediate discharge if I am employed.
3. I authorize any of the persons or organizations referenced in this application to provide Orchard House Middle School with any and all information that they may possess concerning my previous employment, education, or experience. I authorize Orchard House Middle School to request and receive such information. I also understand that, in conjunction with this application, I will be asked to complete and sign a criminal background check(s).
4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at will, as defined by law and for no definite period, and that my employment may be terminated, at any time, with or without cause and with or without prior notice by myself or the school, unless I am offered and sign an employment agreement that explicitly specifies other terms and conditions of employment.
5. I have read and understand everything on this application.

Date Signature

OHMS ONLY

Date received: _____ OHMS Staff: _____ Date acknowledged: _____ OHMS Staff: _____

Reviewed by OHMS Staff: _____