



The Harbor School
An Equal Opportunity Employer

7701 Bradley Blvd. • Bethesda, Maryland 20817

Phone: 301-365-1100 • Fax: 301-365-7491

www.theharborschool.org

Application for Employment

Confidential

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

E-mail: _____ Soc. Sec. #: _____

Applying for: Full Time Part Time Date available: _____

Position sought: Teacher Office Staff Substitute Teacher Other _____

Please specify the position for which you are applying, including the grade level(s):

Are you authorized to work in the United States: Yes _____ No _____

Have you ever been convicted of or pled guilty or nolo contendere to a criminal offense? Yes No

If yes, please explain (A conviction will not necessarily bar employment): _____

| School | Location | Major/Program | Degree |
|---------|----------|---------------|--------|
| HS | | | |
| College | | | |
| | | | |

College distinction: _____

(Verification of academic credentials may be requested at a later date. Teachers: Official college and graduate school transcripts must be on file to complete the employment process.)

Computer skills: _____

Are you proficient in a foreign language? Yes No If yes, please specify: _____

Attachments

- Please attach your current résumé.
- If applying for a teaching position, please attach a statement of your educational philosophy.
- If you have lived at your current address for less than five years, please list previous addresses for the last five years.

Please complete the other side.

The Harbor School does not discriminate on the basis of race, color, religion, disability, sexual orientation, creed, national or ethnic origin, age, gender, or any other condition covered by law in the administration of its personnel policies, educational and admissions policies, financial aid programs, or other school administered programs.

Please provide your entire employment history, listing your most recent employer first. Please use additional paper as necessary. Do not reference a résumé.

| Employer/Address | Position/Nature of work | Employment Dates | Salary | Reason for leaving |
|------------------|-------------------------|------------------|--------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Describe any teaching experience or state certification you may have: _____

Please provide no fewer than three references capable of judging your ability to perform the kind of work for which you have applied. At least one must be a former employer.

| Name of reference | School/Business | Position | Address | Work Phone |
|-------------------|-----------------|----------|---------|------------|
| | | | | |
| | | | | |
| | | | | |

May we contact your current employer? Yes No

If yes, Name: _____ Work Phone: _____

May we contact your references prior to speaking with you? Yes No

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize The Harbor School to investigate all statements in this application and to secure any necessary information from all my employers and references. I hereby release all of those employers and references, and The Harbor School from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment The Harbor School.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if The Harbor School has not employed me and for immediate dismissal if The Harbor School has employed me. I also authorize The Harbor School to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release The Harbor School from any and all liability for its providing this information.

In the event of my employment with The Harbor School, I will comply with all rules, regulations, and policies of The Harbor School. I understand that nothing in this employment application, in The Harbor School's policies or personnel guidelines, or in my communications with any Harbor School office is intended to create an employment contract between The Harbor School and me. I also understand that The Harbor School has the right to modify its policies without giving me any notice of the changes. No promises of employment have been made to me, and I understand that no such promise or guarantee is binding upon The Harbor School unless it is made in writing and signed by an office of The Harbor School. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that The Harbor School retains the right to terminate my employment at any time for any reason.

I hereby acknowledge and understand the preceding statement.

Applicant's signature: _____

Date: _____

The Harbor School does not discriminate on the basis of race, color, religion, disability, sexual orientation, creed, national or ethnic origin, age, gender, or any other condition covered by law in the administration of its personnel policies, educational and admissions policies, financial aid programs, or other school administered programs.

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.”

Applicant's signature

Date

Please return this application to:

Head of School
The Harbor School
7701 Bradley Blvd.
Bethesda, MD 20817
Phone: 301-365-1100 • Fax: 301-365-7491

Thank you for your interest in The Harbor School.

| <i>For internal use only</i> | <i>Date received</i> | <i>Action</i> | <i>References</i> | <i>Interview</i> |
|------------------------------|----------------------|---------------|-------------------|------------------|
| | | | | |

The Harbor School does not discriminate on the basis of race, color, religion, disability, sexual orientation, creed, national or ethnic origin, age, gender, or any other condition covered by law in the administration of its personnel policies, educational and admissions policies, financial aid programs, or other school administered programs.