



Woodside School, Inc.

114 South Fruit Street
Concord, New Hampshire 03301
(603)224-8418 or fax (603) 715-5691
director@woodsideconcord.org

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

| | |
|--|---------------------------|
| Position(s) Applied For _____ | Date of Application _____ |
| How did you learn about us? __Advertisement __Friend __Inquiry __Employment Agency __Relative __Other _____ | |

| | | | | | |
|---------------------|---------------|---------------|------------------------------------|--------------|-----------------|
| _____ | | _____ | | _____ | |
| LAST NAME | FIRST NAME | | MIDDLE NAME | | |
| ADDRESS | <i>Number</i> | <i>Street</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| _____ | | _____ | | | |
| Telephone Number(s) | | | Social Security Number (voluntary) | | |

Best time to contact you is: _____ Contact phone number: _____

Have you ever filed an application with us before? _____ If Yes, give date _____

Have you ever been employed with us before? _____ If Yes, give date _____

Do any of your friends or relatives work here? _____ If Yes, state name and relationship _____

Are you currently employed? _____ May we contact your present employer? _____

Date available for work _____ Desired salary range _____

Are you available to work: Full-time _____ Part-time _____ Temporary _____

What hours are you available to work? _____

Employer _____
 Address _____
 Supervisor's Name _____
 Position/Job Title _____
 Dates Employed _____ Starting Salary _____ Final Salary _____
 Telephone Number(s) _____
 Reason for Leaving _____

References: Please provide at least three and do not include family members or past supervisors.

| Name | Phone Number | Best Time to Call | Occupation |
|------|--------------|-------------------|------------|
| | | | |
| | | | |

Criminal Record Certification

In compliance with NH State Regulatory agency requirements, no person shall be hired or retained as a staff member, paid or volunteer, who has:

- Been convicted of, admitted to, or been the subject of substantial evidence of an act of child battering, child abuse, or child molesting.
- Used alcohol or drugs such that its effects are apparent during working hours that children are in care.
- Been convicted for, or admitted to, any felony or any offense involving turpitude.

I certify that I have not been convicted of any of the above offenses.

 Signature of Applicant _____
 Date

Applicant's Statement

I certify that all information contained in this application is true and complete.

I authorize Woodside School to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Woodside School is of an "at will" nature which means that the Employee may resign at any time and the Employer may discharge an Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director of Woodside School.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and policies of Woodside School.

 Signature of Applicant _____
 Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I understand that in connection with my application for employment, Woodside School may contact the references, prior employers or supervisors, and any professional organizations or licensing bodies listed on my application or in my interview(s) for the purposes of evaluating my qualifications for the position for which I have applied. In addition, I recognize that Woodside School is a youth-serving organization and that my employment may be conditioned upon consent to, and satisfactory results of, a search of my criminal history and/or queries to federal/state registries of child abusers.

I hereby authorize all persons listed on the attached application or provided to Woodside School orally in my interview to disclose any information requested by Woodside School in connection with this inquiry. I release all such individuals and organizations from whom Woodside School requests information and will hold them harmless from any and all liability in connection with information they provide in response to such requests. I also release Woodside School and all individuals involved in evaluating my application and will hold them harmless from any and all liability in connection with the above-referenced inquiries.

I understand that Woodside School agrees to protect the confidentiality of information collected as a result of the above-described inquiries and that no document submitted to Woodside School will be made available to any person or entity outside of the School without my prior, written consent except as required by law or court order or in connection with proceedings concerning the Woodside School's hiring practices.

Signature of Applicant

Date