



THE LOVETT SCHOOL

General Application for Employment

Name _____

Field (s) _____

Shaded areas for office use.

Date of Application

Last Name First Name Middle Initial Social Security Number

Present Street Address City State ZIP Code

Home Phone Business Phone Cell Phone E-mail Address
(Please include area codes)

Position(s) Applying for:

1. _____ Rate of Pay Expected \$ _____ per _____
2. _____ Rate of Pay Expected \$ _____ per _____

Are you interested in () full-time or () part-time employment?

Specify days and hours if part-time: _____

Have you previously been employed by The Lovett School? Yes No If yes, when? _____

List any friends or relatives employed by The Lovett School: _____

Are there any special skills, qualifications, or other experiences you feel would especially qualify you for the position(s) for which you are applying?

If you are under 18 years of age, can you provide a work permit? Yes No

If hired, can you furnish proof of your authorization to work in the U.S.? Yes No
(Proof of U.S. citizenship and immigration status will be required upon employment.)

The Lovett School is an independent, coeducational, college preparatory day school, Kindergarten through Grade 12, which does not discriminate on the basis of race, color, gender, religion, sexual orientation, age, disability, and national or ethnic origin in the hiring of its employees.

Rec'd.: _____ Ent'd.: _____ Resp.: _____

Routing: _____

EDUCATION:

Secondary Schools and Colleges (List most recent first.)

Degrees

Dates

Have you ever been placed on disciplinary probation or suspension from a college or university? Yes No

If yes, please attach an explanation.

EMPLOYMENT HISTORY: (List most recent first.)

Dates		Name & Address of Current Employer	Salary		Supervisor's Name	Reason for Leaving
From	To		Start	Finish		
Description of your responsibilities:						

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Description of your responsibilities:						

List any job-related organizations in which you have participated in the last year. (Omit those referring to age, race, national/ethnic origin, gender, or disability.): _____

Have you ever been convicted of a violation of a federal, state, county, or municipal law, regulation, or ordinance?

(Disregard events prior to your 18th birthday and minor traffic violations.) Yes No If yes, please attach an explanation.

PROFESSIONAL REFERENCES: (Include at least one former employer. Do not include personal friends, family, or neighbors.)

Name	Title	Employer
Address		Phone Number
Name	Title	Employer
Address		Phone Number
Name	Title	Employer
Address		Phone Number

I certify that the information provided on this application is true, correct, and complete to the best of my knowledge and belief and I agree that falsified information or significant omissions may disqualify me from consideration for further consideration for employment and may be considered justification for termination if discovered at a later date.

I authorize persons, schools, current and previous employers, and organizations named in this application to provide The Lovett School with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

I understand that I may be asked to take a medical examination, which may include drug testing, either prior to commencement of employment or after I have become employed, as deemed necessary by The Lovett School.

This application has been read by me in its entirety. I understand that this application does not constitute an employment contract of any kind.

Signature of Applicant: _____ Date: _____

RETURN TO:
THE LOVETT SCHOOL
ATTN: Human Resources
4075 Paces Ferry Road, N.W.
Atlanta, Georgia 30327-3099
(404) 262-3032
www.lovett.org

DO NOT WRITE BELOW THIS LINE

INTERVIEW: Yes No Date: _____ Interviewed by: _____

Results of Interview: _____

Employed: Yes No Date of Employment: _____

Starting Salary: _____

Job Title: _____