

# KNOWLEDGE@MCLEAN

## Employment Application

McLEAN SCHOOL of MARYLAND

### KnowEdge Employment Application

Name \_\_\_\_\_

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position Desired \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Date Available to Begin \_\_\_\_\_

### Application for KnowEdge Employment

McLean School of Maryland and KnowEdge@McLean comply with the law regarding reasonable accommodation for disabled employees. Applicants requiring accommodation in order to participate in the interview process are requested to contact the school in order to arrange such accommodation.

We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals, on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, national origin, age, sexual orientation, disability, or any other classification proscribed under applicable federal, state, or local law.

- Yes     No    Have you ever worked for McLean or KnowEdge before?
- Yes     No    If a job is offered, will you be able to provide verification of your legal right to work in the United States?
- Yes     No    Have you been convicted of a felony within the last five years?  
If yes, please describe briefly \_\_\_\_\_  
*(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions that have not been expunged from the records.)*
- Yes     No    Are you at least 18 years of age?
- Yes     No    Are you eligible to receive any and all licenses/permits required by law to perform the position(s) for which you are applying?

Is there any additional information we should be aware of that, if discovered while employed at McLean, would reflect discredit upon the School? If yes, please describe.

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**EDUCATION AND TRAINING**

List all educational degrees, programs, and courses that you have taken which would be relevant to the job for which you are applying. Include present enrollments.

NAME OF SCHOOL (City, State)	COURSES OF STUDY	NUMBER OF YEARS ATTENDED	DEGREES OR CERTIFICATIONS

**WORK HISTORY**

Please provide information concerning your work history by filling this section out completely. List present or most recent job first. Military experience may be included. If more space is needed, write on a separate page). You may attach a résumé in addition to completing the following. Please provide an explanation for any gaps in time in employment history.

**CURRENT OR PREVIOUS EMPLOYER**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates Employed (From/To) \_\_\_\_\_

**CURRENT OR PREVIOUS EMPLOYER**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates Employed (From/To) \_\_\_\_\_

**CURRENT OR PREVIOUS EMPLOYER**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates Employed (From/To) \_\_\_\_\_

**SPECIAL SKILLS/TALENTS**

Please use this space to discuss special skills, talents, or attributes that you have acquired that may assist you in the performance of the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TUTORING PREFERENCES**

Please list the areas in which you are interested and most proficient to tutor students.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student age and/or grade preference \_\_\_\_\_

Availability: days and times \_\_\_\_\_

**REFERENCES**

NAME	ADDRESS	PHONE	WORK RELATIONSHIP


**POLYGRAPHY NOTIFICATION**

Under Maryland law, an employer may not require or demand, as a condition of employment, perspective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law shall be guilty of a misdemeanor and subject to a fine not exceeding \$100.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION OF INFORMATION**

I certify that the information provided in this Application for Employment is true, correct and complete to the best of my knowledge. If employed, I understand that any misstatement or omission of fact on this application will be grounds for dismissal. My former employers, educational institution, and personal references may provide information that they may have about me in response to inquiry from McLean School. I understand that an offer of employment by McLean is contingent upon reference information as well as criminal history check. I understand that I shall be required to provide documentation establishing my legal authorization for employment prior to commencing work. McLean School of Maryland is an Equal Opportunity Employer and shall treat all employees and all applicants fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**KnowlEdge Mission Statement**

KnowlEdge@McLean provides learning access to area public and independent school students, as well as to McLean students, through the combined expertise of McLean classroom teachers and other skilled tutors, all of whom have received training through the tutoring course offered by William R. Stixrud, Ph.D. and Associates.

**McLean School Mission Statement**

McLean makes education accessible, stimulating and meaningful for a broad range of learners. Our students flourish because McLean responds to students' learning styles. McLean prepares students intellectually and socially by encouraging self-advocacy and building self-confidence. Our students succeed because they learn how to learn.