

Please type or print your answers in INK



Golden Rule Schools, Inc.
2602 W. Illinois Ave.
Dallas, Texas 75233
Phone: 214-333-9330
Fax: 214-333-9325

Position
Applying For: _____

Name: _____
(Last) (First)

Mailing Address: _____
(number street or P.O. Box)

(City) (State) (Zip)

Home Phone: _____ Business Phone: _____

If you do not have a phone, please provide a number where you can be reached.

Application for Employment

1. Answer questions as completely as space will permit.
2. Avoid reference to race, religion, politics, or memberships in fraternal orders.
3. Misstatements of material facts or omission are cause for disqualifications of candidacy or dismissal from employment.

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS:

1. If you are not a U.S. Citizen, do you have the legal right to work in the U.S? YES NO
2. List any language you read, speak, or write fluently (in addition to English.)
(Answering this question is optional unless foreign language capability is required by the job description of the position for which you are applying.)
3. Describe your academic, vocational, or professional education related to the position for which you are applying:

Educational Background			
School Attended	Degree	Major	Year

4. List any military training or experience which you believe has a bearing on your qualifications for this position.

5. Certificates and/or licenses which may apply to this position.
(Attach current certificates as required.)

6. List any computer, software, machine, and/or equipment you can operate which may have a bearing on your qualifications for this position.

Typing: _____ wpm Shorthand: _____ wpm

7. Membership in professional organizations:
(You may omit those organizations that indicate your race, religion creed, disability, marital status, national origin, ancestry, sex, or age.)

8. List any volunteer or community experience that would be of value to you in this position.

9. Were you ever discharged or forced to resign from any position? (Check one) YES NO

10. Give the name, addresses, and phone numbers of two persons (not employers) who have **knowledge of** your character work experience, and ability. **Do not give names of relatives.**

Name	Address	Telephone
		Day:
		Evening:
		Relationship:
Name	Address	Telephone
		Day:
		Evening:
		Relationship:

11. Experience: List **PRESENT** job **FIRST**, then other jobs in order, working down from the most recent.
 NOTE: A resume and/or additional pages may be attached, but the application must be completed.
 Explain gaps between periods of employment.

Employment Dates (month/year)	Title and duties as specific as space will allow.	Employer name, address, and phone, supervisor's name	Why did you leave?
From:	Title:		
To:			
From:	Title:		
To:			
From:	Title:		
To:			
From:	Title:		
To:			

12. Would you object to having any of the listed employers contacted in regard to your work?
(Check one) YES NO

13. Additional information or comments:

14. Have you ever been convicted of any crime since the age of 18? (Check one) YES NO
If yes, please list date and disposition of case:

15. Are you willing to have a physical examination, if required, after employment?
(Check one) YES NO

16. Are you willing to be fingerprinted, after employment, as required by law?
(Check one) YES NO

17. **CERTIFICATION OF APPLICANT.** Read carefully before signing:
I hereby certify that my answers to the questions in this application are complete, accurate, and true to the best of my knowledge. I agree and understand that any omissions or misstatements of material fact contained in the application may cause me to forfeit all rights to employment with Golden Rule Schools, Inc.

Signature of Applicant: _____ **Date:** _____