



Employment Application

Waldron Mercy Academy is an equal opportunity employer and affords equal opportunity to all applications for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected by law.

Position(s) Applying For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	ZIP
Preferred Phone Number		Alternate Phone Number	
Preferred Email			
How did you hear about this position?			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website	<input type="checkbox"/> Current WMA Employee _____	
<input type="checkbox"/> Other _____			

Are you eligible to work in the United States?

(Proof of eligibility will be required upon offer of employment.)

Yes

No

Are you over the age of 18 years?

(If no, you may be required to provide authorization.)

Yes

No

Can you with or without reasonable accommodation perform the functions of this job?

(Please refer to job description.)

Yes

No

Have you ever applied to Waldron Mercy Academy before?

(If yes, please provide date.) _____

Yes

No

Have you ever worked at Waldron Mercy Academy before?

(If yes, please provide date.) _____

Yes

No

Have you ever been convicted of a felony?

A conviction will not necessarily disqualify you.

(If yes, please explain.) _____

Yes

No

Is anyone related to you employed at Waldron Mercy Academy? Yes No
 (If yes, please give his or her name and relationship to you.) _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? Yes No
 (If yes, please explain.) _____

EDUCATION

	Name and Location	Course of Study/Major	# of Years Completed	Diploma/Degree
High School				
College				
Graduate				
Vocational				

Do you hold a valid teaching certificate (if applying for a teaching position)? Yes No
 (If yes, from which state(s)?) _____

Describe any specialized training apprenticeships, certificates, licenses, or skills.

Have you received any job-related training from the military? Yes No
 (If yes, please give dates and explanation.) _____

EMPLOYMENT HISTORY

Begin with your most current or recent employer. Do not exclude any employment. Include any applicable temporary employment.

Employer	Location	Work Assignment	Dates	Salary	Total Years

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES

Please provide three persons, who are not related to you or previous supervisors, who can provide professional references.

Name	Address	Phone	Relationship/Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

Please read carefully before signing.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be a cause for denial of employment or immediate termination of employment regardless of the time or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Waldron Mercy Academy that such employment is at will, for no specified duration and may be terminated by either the school or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of Waldron Mercy Academy or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the school except the Principal has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Principal.

In consideration for employment with Waldron Mercy Academy, if employed, I agree to conform to the rules, regulations, policies and procedures of Waldron Mercy Academy at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Waldron Mercy Academy's business, attendance and punctuality are considered essential requirements of every job at Waldron Mercy Academy and the poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Waldron Mercy Academy, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to Waldron Mercy Academy and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability and for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period, I must complete and submit a new application.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Electronic Signature _____ *Date* _____

WALDRON MERCY ACADEMY IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR ANY OTHER STATUS PROTECTED BY LAW.