

Employment Application

PLEASE READ CAREFULLY

Thank you for your interest in Seahorse Swim School, Inc. **In order to have your application processed, you must thoroughly answer all questions on the application form. Applications filled out incompletely will not be considered.** While we encourage you to attach a resume, please note that a resume will not substitute for completing any portion of this application. All information will be treated confidentially.

Seahorse Swim School, Inc._____, an Equal Opportunity Employer, considers applicants for all positions without regard to race, color, religion, sex, age, national origin, disabled or veteran status or other legally protected status.



Employment Application

General Information

Last Name		First		Middle Initial	Social Security No. - - -	
Street Address				City		State
Home Phone ()		Work Phone ()		Other Phone ()		
Position Applied For (Title)		Department	Job Code	Salary Requirement <input type="checkbox"/> Hourly <input type="checkbox"/> Annually		Date Available
How did you learn of this vacancy (please list the specific employee, newspaper, web site or other source)?						
Have you previously used any other names besides what is provided above? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify below:						
Are you over 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes						
Are you eligible for employment in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (If offered employment, you will be required to provide documentation to verify eligibility.)						

EMAIL address _____

Education

High School Name		City		State	Diploma/Equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College and/or Technical School Name		City		State	Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Major		Degree Earned		If degree not earned, years completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Other Training or Degrees School Name				City		State
Major				Degree Earned		

Professional Licenses or Certifications

Title	No.	Issuing State or Organization	Expiration Date
Title	No.	Issuing State or Organization	Expiration Date

Record of Conviction

Have you ever been convicted of a crime other than a minor traffic offense (including during Military Service)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain:

A record of a criminal conviction will not necessarily bar you from employment.

Equal Opportunity Employer

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Employment History: List current/last employer first, include U.S. military service.

Employer Name	Address	City	State	Zip Code
Telephone No. ()	Your Title		Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title	
If you are still employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Summary of duties:				
Reason for leaving:				
Employer Name	Address	City	State	Zip Code
Telephone No. ()	Your Title		Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title	
Summary of duties:				
Reason for leaving:				
Employer Name	Address	City	State	Zip Code
Telephone No. ()	Your Title		Department	
Beginning Date	Ending Date	Final Salary	Supervisor's Name & Title	
Summary of duties:				
Reason for leaving:				

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Skills

List of software in which you are proficient:				
List computer programming language in which you are proficient:				
Second Languages (including Sign Language):	Fluency			
Language	Written		Spoken	
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Please list any other skills relevant to the position for which you are applying:				

Have you ever been discharged or asked to resign from a job? No Yes If yes, explain:

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that false statements of any kind or omission of facts called for on this application are a basis for dismissal regardless of when they are discovered. I understand that any employment offered is for an indefinite duration, unless otherwise specified in writing, and is at-will, which means that either I or the _____ may terminate my employment at any time with or without notice or cause. I further understand that neither the policies, rules, regulations of employment, application for employment, nor anything said during the interview process shall be deemed to constitute the terms of any implied employment contract.

Signature of Applicant: _____ Date: _____