



EMPLOYMENT APPLICATION

The application must be completed by all applicants who are being considered for employment. All fields must be completed for the application to be valid and for further employment consideration with Alderleaf Wilderness College.

PERSONAL INFORMATION

Last Name	First Name	MI	Social Security Number	
Present Street Address		City	State	Zip
Home Phone (w/ area code)		Cell Phone (w/ area code)		Work Phone (w/ area code)
Email Address (personal)		Email Address (work)		
Position Applying for:		List any other names you'd be known by for employment records or education		

Are you eligible to work in the United States? Yes No Are you at least 18 years of age? Yes No

Will you now or in the future require sponsorship for employment Visa Status (e.g., H-1B)? Yes No

Have you been convicted of a crime in the last seven years from the date of this application? Yes No

If yes, please state the nature of the crime, date, place of conviction(s), and the legal disposition of the case:

JOB INTERESTS

Date Available _____ Will you relocate, if necessary? Yes No Salary Desired _____ Hourly/Annual

Are you available to work: Full Time Part Time Contract

Have you previously applied for work at Alderleaf? Yes No If "yes", when and what position? _____

How did you learn about this opportunity? _____
If an employee referred you, include the employee's name

EDUCATION

Please list your educational background, beginning with High School. Include technical school and military training, etc.

Name and location of school	Major/Degree	Graduated	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

List any vocational or business related courses and training:

PROFESSIONAL REFERENCES

List name and telephone number of three work or school references who know your employment qualifications include supervisors.

Name	Phone number (w/ area code)	Job Title	Relationship to you

EMPLOYMENT/WORK EXPERIENCE

Complete this portion even if attaching your resume. Please list your employment history starting with your current / most recent employer. Include military service and self employment. Please account for the last 10 years of employment. Use additional paper if necessary.

Employer Name	Position Held	Phone Number (w/ area code)
Street Address	City	State Zip
Dates Employed From To	Rate of Pay Starting Salary	Ending Salary
Supervisor Name and Position	Reason for leaving	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no" please indicate reason:		
Employer Name	Position Held	Phone Number (w/ area code)
Street Address	City	State Zip
Dates Employed From To	Rate of Pay Starting Salary	Ending Salary
Supervisor Name and Position	Reason for leaving	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no" please indicate reason:		
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Employer Name	Position Held	Phone Number (w/ area code)
Street Address	City	State Zip
Dates Employed From To	Rate of Pay Starting Salary	Ending Salary
Supervisor Name and Position	Reason for leaving	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no" please indicate reason:		

Have you been dismissed or asked to resign from any position? Yes No If "yes", please explain:

Please identify and explain any gaps in employment greater than 90 days:
From To Reason for Unemployment

PRE-EMPLOYMENT STATEMENT

- I have read and fully understand the questions in this application and I certify the answers I have given in this application are true and complete to the best of my knowledge, and I understand that any false or misleading answers, omissions or concealment of facts will disqualify me from consideration of employment or, if hired, will be grounds for my immediate separation of employment.
- I hereby authorize Alderleaf Wilderness College. (the Company) and its agents (including any investigative agencies retained by the company) to request and receive any information and records concerning me, including but not limited to my character, general reputation, background, consumer credit, criminal record, education and prior employment. I grant permission to any person, educational institution, firm, partnership, corporation, governmental or law enforcement agency authority to provide the Company any information pursuant to this authorization, and I hereby release the Company, its employees, representatives and agents and the above-listed entities from any and all liability, claims or damages in connection with obtaining or releasing such information. I understand that should employment be denied based on information obtained from a consumer reporting agency, the Company will comply with the requirements of the Fair Credit Reporting Act.
- If hired, I agree to abide by the policies and expectations of the Company and understand that my employment is "at will" and can be terminated by me or by the Company at any time without cause subject only to applicable requirements of law and I will be paid only for services rendered to the time of my termination. In the event the Company advances me money or other items of value, or I otherwise become indebted financially to the company, I agree to repay the Company and also agree any wages due to me upon termination may be offset by payroll deductions against such monies due the Company, except where prohibited by applicable law.
- Nothing herein or during my employment shall be considered an employment contract and I understand no party has the authority to vary the foregoing conditions, with the sole exception written variances signed by the President of the Company.
- By signing below, I certify and acknowledge that I have read the statements and that I understand them.

Signature of Applicant _____

Date _____