

FRANCIS A. ALLEN SCHOOL FOR EXCEPTIONAL CHILDREN
 824 NORTH TYLER STREET
 LITTLE ROCK, AR 72205
 (501) 664-2961

APPLICATION FOR EMPLOYMENT

POSITION DESIRED: _____ DATE: _____

SALARY RANGE: _____ DATE YOU CAN START: _____

PERSONAL INFORMATION:

NAME (Last/First/Middle): _____

ADDRESS (Street/City/State/Zip): _____

TELEPHONE NUMBER(S): _____

SOCIAL SECURITY NUMBER: _____

IN CASE OF EMERGENCY, NOTIFY:

Name: _____ Phone Number: _____

Address: _____

EDUCATION:

Did you complete high school? _____ If so, where? _____

COLLEGE, TRADE OR BUSINESS SCHOOL:

NAME & LOCATION OF SCHOOL	NUMBER OF HOURS COMPLETED	DEGREE EARNED/SUBJECTS

EMPLOYMENT HISTORY:

PLEASE PROVIDE DOCUMENTATION TO INCLUDE EVERY YEAR FOR THE LAST 6 YEARS

DATE Month & year	Name, Address, and Phone Numbers of Previous Employers	Position	Salary	Reason for Leaving
From: _____ To: _____	Name of Business: _____ Address: _____ Phone Number: _____ Supervisor: _____			
From: _____ To: _____	Name of Business: _____ Address: _____ Phone Number: _____ Supervisor: _____			
From: _____ To: _____	Name of Business: _____ Address: _____ Phone Number: _____ Supervisor: _____			

Francis A. Allen School for Exceptional Children is in compliance with Title VI of the Civil Rights Act and is operated, managed and delivers services without regard to sex, race, color, age, disability, marital status or national origin.

REFERENCES:

Give names of three (3) persons, not related to you, whom you have known for at least one year:

Name	Address	Phone	Business Phone	Years Known

PHYSICAL RECORD:

Do you have any physical conditions which may limit your ability to perform the job applied for? _____

CONVICTIONS:

Convictions of crime (other than minor traffic violations) may disqualify you from employment with Francis Allen School. Disqualification depends upon the relationship of the crime to the position for which you are applying. Please indicate below whether or not you have been convicted of a crime. Also indicate below whether a court has denied parental, custodial or visitation rights to the applicant as a result of neglect or abuse of a child.

_____ Yes _____ No If yes, explain: _____

Before you sign this application check over your answers to make sure that all the questions have been completed properly. If the job you are applying for requires a college degree, high school diploma, GED or certification, a copy of your transcript, diploma, certificate, or license will be required as a condition of employment.

I, the below signed individual, hereby do declare that, to the best of my knowledge and my ability, the information on this application is true and factual. I understand that intentionally false statements could lead to my dismissal as an employee or rejection as an applicant. I also understand that some jobs require special background checks and security clearance prior to my employment, and that failure to meet these requirements may lead to my rejection as an applicant for that job. I give permission for Francis Allen School to check or verify all past employment and references.

Signature of Applicant

Date of Signature