



# PHILLIPS EXETER ACADEMY

## APPLICATION FOR EMPLOYMENT

THE CIVIL RIGHTS ACT OF 1964 PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION OR NATIONAL ORIGIN. PUBLIC LAW 90-202 PROHIBITS DISCRIMINATION BECAUSE OF AGE. THE AMERICANS WITH DISABILITIES ACT OF 1990 PROTECTS QUALIFIED APPLICANTS AND EMPLOYEES WITH DISABILITIES FROM DISCRIMINATION ON THE BASIS OF DISABILITY.

### (PLEASE PRINT)

NAME: \_\_\_\_\_ ( \_\_\_\_\_ )  
Last First Middle Nickname

ADDRESS: \_\_\_\_\_  
Number Street Apt.  
\_\_\_\_\_  
P.O. Box  
\_\_\_\_\_  
City State Zip

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code

EMAIL ADDRESS: \_\_\_\_\_

POSITION (s) APPLIED FOR: \_\_\_\_\_

### REFERRAL SOURCE:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Advertisement _____     | <input type="checkbox"/> Friend _____   | <input type="checkbox"/> PEA Employee _____ |
| <input type="checkbox"/> Employment Agency _____ | <input type="checkbox"/> Relative _____ | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> PEA Website _____       | <input type="checkbox"/> Walk-in _____  |   |

DATE AVAILABLE: \_\_\_\_\_ EXPECTED SALARY/WAGES? \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

If employed and you are under 18, can you furnish a work permit?  Yes  No

Have you ever worked for Phillips Exeter Academy?  Yes  No Date (s) \_\_\_\_\_

The Inn of Exeter?  Yes  No Date (s) \_\_\_\_\_

Have you filed an application here before?  Yes  No Date (s) \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you available to work  Full-time  Part-time  Temporary

Have you ever been convicted of a crime that has not been annulled by a court?  Yes  No

If yes, please explain \_\_\_\_\_

Conviction will **not** necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying. Phillips Exeter Academy is required to complete a criminal background check on all new employees and volunteers.

Computer skills and qualifications — List equipment and software experience and/or training:

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List any special training or skills you have which are relevant to the position you are seeking: \_\_\_\_\_

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**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which include race, color, religion, sex or national origin.

<b>Employer</b>	<b>Dates Employed</b>	
	<b>From:</b>	<b>To:</b>
<b>Address</b>	<b>City/State/Zip</b>	<b>Telephone No.</b>
<b>Job Title</b>	<b>Supervisor</b>	<b>Reason for Leaving</b>
<b>Work Performed</b>		

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<b>Employer</b>	<b>Dates Employed</b>	
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<b>Work Performed</b>		

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**EDUCATION**

Schools	Name & Address	No. of Years Attended	Graduated Yes/No	Degrees (if applicable)
Grade School				
High School				
College				
Graduate School				
Trade, Business, Night or Correspondence				
Other				

State any additional information you feel may be helpful to us in considering your application:

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**PROFESSIONAL REFERENCES (Not Relatives)**

	Name	Address	Occupation	Phone
1.				
2.				
3.				

**JOB APPLICATIONS AGREEMENT, CERTIFICATE AND AUTHORIZATION FOR REFERENCE CHECK**

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record and history. I release all such persons from any liability or damages on account of having furnished or requested such information."

"I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Phillips Exeter Academy and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Phillips Exeter Academy retains the same right."

"I understand that prior to being offered employment with Phillips Exeter Academy, I may be requested to take an employment test (or tests). In the event I have a disability which will affect my ability to take the test, I will so inform Phillips Exeter Academy prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible formats. Phillips Exeter Academy reserves the right to require medical documentation concerning the need for the accommodation."

"I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or part, at any time."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

