



# PHILLIPS EXETER ACADEMY

## APPLICATION FOR EMPLOYMENT

The Academy is an equal opportunities employer and does not discriminate on the basis of race, color, marital status, religion, gender, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities which do not prevent performance of essential job tasks. Notices of nondiscrimination are publicly posted. [www.exeter.edu/careers](http://www.exeter.edu/careers)

### (PLEASE PRINT)

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

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

HOME PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ CELL: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code Area Code

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

POSITION APPLIED FOR: \_\_\_\_\_

### REFERRAL SOURCE:

- PEA Website
- Advertisement \_\_\_\_\_
- NEWSPAPER \_\_\_\_\_
- ONLINE \_\_\_\_\_
- Employment Agency \_\_\_\_\_
- PEA Employee \_\_\_\_\_
- Friend \_\_\_\_\_
- Relative \_\_\_\_\_
- Walk-in
- Other \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_ ANTICIPATED SALARY/WAGE \_\_\_\_\_

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

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

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

Have you ever applied at Phillips Exeter Academy?  Yes  No Date (s) \_\_\_\_\_

Do you have a relationship with the Academy?  Alumni  Parent  Other \_\_\_\_\_

Are you employed now?  Yes  No

When are you available to work? (check all that apply)  
 Full-time  Part-time  Temporary  On-Call  
 Days  Nights  Evenings  Weekends

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.

<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>	<b>Salary/Wage</b>	

<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>	<b>Salary/Wage</b>	

<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>	<b>Salary/Wage</b>	

Include military service or volunteer activities you feel may be helpful in considering your application.

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**EDUCATION**

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

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

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**WORK REFERENCES (Not Relatives)**

	Name	Relationship	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 and in my resume 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 or resume to verify my statements, and I authorize the past employers, educational institutions, all professional and personal references, and any other persons to answer all questions asked concerning my ability, character, reputation, education 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

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