



# PHILLIPS EXETER ACADEMY

## APPLICATION FOR EMPLOYMENT

The Academy is committed to recruiting, supporting and fostering an equitable, diverse and inclusive community of outstanding faculty, staff and students. Those who share this goal are encouraged to apply.

Here's how to apply:

Submit this completed application along with a cover letter and a current resume to [recruitment@exeter.edu](mailto:recruitment@exeter.edu).

Please indicate the job title of the position you are applying in the email's subject line.

The successful candidate for this position will be subject to a comprehensive pre-employment background check.

**(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? ☐ Full-time ☐ Part-time ☐ Temporary ☐ On-Call  
(check all that apply) ☐ 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.

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

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

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

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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/Title	Email Address	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.

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Signature of Applicant

Date

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## Equal Employment Opportunity Disclosure / Voluntary Self Identification

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to invite applicants to self-identify gender and race and complete an EEO-1 report each year. Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

**Please fill out the form below and return to Human Resources. Thank you for your cooperation.**

**First name:** \_\_\_\_\_ **Last name:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Gender:**      ☐ Male      ☐ Female      ☐ Choose not to disclose      **DOB:** \_\_\_\_\_  
mm-dd-yyyy

**Race/Ethnicity (the following definitions are taken from the Equal Employment Opportunity Commission (EEOC); please select the one that most closely represents your race/ethnicity):**

- ☐ American Indian or Alaskan Native - a person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliations or community recognition
- ☐ Asian - a person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent. Also included are the countries of China, Japan, Korea, the Philippine Islands, and Samoa. The Indian subcontinent includes: Bangladesh, Bhutan, India, Nepal, Pakistan, Sikkim, and Sri Lanka
- ☐ Black or African American - a person with origins in any of the black racial groups of Africa who is not of Hispanic origin.
- ☐ Hispanic or Latino - a person of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or more races
- ☐ White/Caucasian - a person with origins in any of the original peoples of Europe, North Africa, or the Middle East who is not of Hispanic origin.
- ☐ Choose not to disclose

**How did you learn about Phillips Exeter Academy as a possible place of employment?**

- ☐ Phillips Exeter Academy employee.      Name: \_\_\_\_\_
- ☐ Newspaper, magazine, or journal advertisement. Provide name of publication. \_\_\_\_\_
- ☐ Phillips Exeter Academy Job Posting. \_\_\_\_\_
- ☐ D. Internet (Website, Electronic Bulletin Board). \_\_\_\_\_
- ☐ E. Other (explain). \_\_\_\_\_