



EMPLOYMENT APPLICATION

The Lawton-Taylor Academy (LTA) does not discriminate in employment on any basis that is prohibited by law. The Lawton-Taylor Academy is independently owned and operated and you are applying for employment with LTA only.

For office use only:

Applicant Name: _____ **Interview Date:** _____

PERSONAL DATA

NAME	LAST	FIRST	MIDDLE	SOCIAL SECURITY NO.		
ADDRESS	NO.	STREET	CITY	STATE	ZIP CODE	AREA CODE – PHONE NO.
PREVIOUS ADDRESS	NO.	STREET	CITY	STATE	ZIP CODE	DATES AT THIS ADDRESS
POSITION FOR WHICH YOU ARE APPLYING			SALARY DESIRED		DATE YOU CAN START	
HAVE YOU EVER APPLIED TO THE LAWTON-TAYLOR ACADEMY BEFORE?					EMAIL ADDRESS	
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN?						
ARE YOU CURRENTLY EMPLOYED?			IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?			
<input type="checkbox"/> YES <input type="checkbox"/> NO			<input type="checkbox"/> YES <input type="checkbox"/> NO			
HOW WERE YOU REFERRED TO THE LAWTON-TAYLOR ACADEMY?						
HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MISDEMEANOR? (A yes answer will not necessarily be a bar to employment, factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)						
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:						

EDUCATION

CIRCLE LAST YEAR COMPLETED	GRAMMAR	HIGH SCHOOL	COLLEGE	
	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	
CLASSIFICATION	NAME AND LOCATION OF SCHOOL (CITY – STATE)		COURSE MAJOR	GRADUATED
HIGH SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO
CORRESPONDENCE OR BUSINESS SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE OR UNIVERSITY				<input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE OR UNIVERSITY				<input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER SCHOOLING OR TRAINING				<input type="checkbox"/> YES <input type="checkbox"/> NO

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS (You may exclude those which indicate race, religion, sex or national origin.)

EMPLOYMENT HISTORY (PLEASE COMPLETE THIS ENTIRE SECTION EVEN THOUGH YOU MAY HAVE A RESUME.)

List name and addresses of previous employers.

Start with present or latest employer and account for all periods of time.

EMPLOYER'S NAME, MAILING ADDRESS, AND PHONE NUMBER	EMPLOYMENT DATA	SALARY RECEIVED	REASON FOR LEAVING	MO/YR	
				FROM	TO
	POSITION HELD	START			
	SUPERVISOR	END			
EXPLANATION OF DUTIES					
EMPLOYER'S NAME, MAILING ADDRESS, AND PHONE NUMBER	EMPLOYMENT DATA	SALARY RECEIVED	REASON FOR LEAVING	MO/YR	
				FROM	TO
	POSITION HELD	START			
	SUPERVISOR	END			
EXPLANATION OF DUTIES					
EMPLOYER'S NAME, MAILING ADDRESS, AND PHONE NUMBER	EMPLOYMENT DATA	SALARY RECEIVED	REASON FOR LEAVING	MO/YR	
				FROM	TO
	POSITION HELD	START			
	SUPERVISOR	END			
EXPLANATION OF DUTIES					

REFERENCES

NAME	ADDRESS	PHONE NO.	RELATIONSHIP

- I understand that employment will be subject to my submitting documentary proof of my identity and eligibility to legally work in the USA.
- I understand that, if employed, I will be an "employee-at-will," which means that both LTA and I can terminate my employment at any time, for any reason consistent with applicable state and federal law.
- I understand that this application is not a contract of employment.
- I understand that LTA may thoroughly investigate my work and personal (including credit) history and verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools and employers named in this application, except my current employer if so noted, to provide any information requested about me, and I release all parties involved from any and all liability arising out of the release of this information.
- I certify that I am under no contractual obligations that would preclude me from working for LTA.
- I certify that all the statements in this application are true and understand that any falsifications, misleading information or material omissions

Signature _____

Date _____

