



## Application For Employment

1.) Position Applied for: \_\_\_\_\_

2.) How did you hear about us? \_\_\_\_\_

*Please complete all sections (front and back) of this application. Resumes will not substitute for a complete application. Mainspring Academy is an equal opportunity employer. All applicants considered for positions without regard to veteran status, uniformed service member status, race, religion, sex, national origin, age, physical or mental disability, genetic information, or any other category protected by applicable federal, state, or local laws.*

3.) Name \_\_\_\_\_ 4.) Date \_\_\_\_\_

5.) Telephone Number (            ) \_\_\_\_\_

6.) Email Address \_\_\_\_\_

7.) Present Address \_\_\_\_\_

8.) How long have you lived at your current address? Years \_\_\_\_\_ Months \_\_\_\_\_

9.) Desired Salary / Hourly Rate \_\_\_\_\_

10.) If under the age of 18, can you produce the essential work certificate at the time of employment? Y\_\_ N\_\_

11.) Type of employment desired?  Full-time  Part-time (Specify Hours) \_\_\_\_\_

12.) Date on which you can start work if hired \_\_\_\_\_

13.) Do you have a valid Driver's License? Y\_\_ N\_\_

14.) Employees who drive on behalf of Mainspring Academy are required to maintain a valid driver's license with less than 6 points and automobile insurance coverage limits of \$25,000 per person Bodily Injury, \$50,000 per accident for Bodily Injury and \$20,000 per accident for Property Damage. Do you meet the minimum requirement of Insurability? Y\_\_ N\_\_

15.) Can you obtain an provide proof of required automobile insurance coverage upon hire? Y\_\_ N\_\_

16.) Have you ever been arrested for, plead guilty or no contest to, or been convicted of any criminal offenses including DUI or DWI? (Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged or convictions that resulted in referral to a diversion program) Y\_\_ N\_\_

17.) Have you been arrested for any matters for which you currently are out on bail or on your own recognizance, pending trial including DUI or DWI? Y\_\_ N\_\_



18.) **CRIMINAL OFFENSES ONLY:** If you answered “Yes” to either of the above two questions, please provide the date(s) and explain so that individual circumstances can be considered. Criminal convictions or arrest will not automatically disqualify an application from a particular job.

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19.) Have you ever initiated an act of violence in the workplace? Y\_\_ N\_\_

20.) If Yes, Please provide the date(s) and explain so that individual circumstances can be considered. *An answer of “Yes” does not necessarily disqualify an applicant from employment)*

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21.) List all special technical skills you feel qualify you for the position for which you are applying:

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22.) Educational Experience:

Education	School Name	Area of Study	Graduation Date	# of Years Completed	Degree/Major/Concentration Area
High School					
Bus/Tech/Trade					
College					
College					
College					

23.) Honors Received \_\_\_\_\_

24.) Certifications Received \_\_\_\_\_

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25.) Please list any relevant volunteer experience \_\_\_\_\_

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26.) If applicable, list below any other names by which you have been know which may be a necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

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27.) Work Experience:

Employer	Dates Employed	Job Title	Supervisor	Salary Start	Salary Final	May we contact?	If no, why not?

28.) References:

	Name	Relationship/Job Title	Phone (000)000-0000
Professional Reference 1			
Personal OR Professional Reference 2			
Personal OR Professional Reference 3			

29.) Please complete this paper application here, submit it to the front desk, or email it to [info@mainspringacademy.org](mailto:info@mainspringacademy.org). In addition to this application you must attach your resume. Because a Bachelor's degree is required for teaching positions, if applicable, you must also attach proof of you education credentials (ie. official/unofficial transcripts, diploma, degree verification).



30.) Please list any reasons for leaving previous positions:

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31.) Can you perform the major job functions as listed in the job description with or without reasonable accommodations? Y\_\_ N\_\_

32.) Accommodations needed? Y\_\_ N\_\_

33.) If yes, please describe: \_\_\_\_\_

34.) I understand that if I am provided an offer of employment, Mainspring Academy will conduct a fingerprinting and Level II Background check. I understand that if I accept an offer of employment, Mainspring Academy will require two forms of identification to verify both employment authorization and identification.

I understand that Mainspring Academy may now have, or may establish, a drug-free workplace to include a drug and alcohol testing program consistent with applicable federal, state, and local laws. I understand that if a pre-employment (post-offer) or a random drug and alcohol test is positive, the employment offer may be withdrawn or employment may be terminated. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local laws. I understand and consent to pre-employment and random drug tests as a condition of employment and further agree to undergo alcohol and drug testing consistent with the Mainspring Academy policies and procedures.

I understand and agree that Mainspring Academy, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property. I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local laws, I may be required to sign confidentiality, restrictive covenant, non-compete agreements and/or conflict of interest statements.

I certify that all the information on this application and any supporting documents presented with this application is accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate termination.

Mainspring Academy is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this application, if hired, the company or I may terminate the employment relationship at any time, for any reason, with or without cause of notice. This application or any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee, or representative of the company is authorized to enter into an agreement express or implied, with me or any applicant for employment for a specified period of time unless such agreement is in written contract signed by the Head of School.

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF MAINSPRING ACADEMY. I FURTHER UNDERSTAND THE SCHOOL HAS COMPLET DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, WITH THE EXCEPTION OF ITS EMPLOYMENT AT-WILL POLICY.



I authorize Mainspring Academy to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, and local laws. I agree to comply with any and all required pre and post-employment screenings to include background check, drug screen, and driving history investigation.

I authorize and consent to, without reservation, any party or agency contracted by this employer to furnish the above mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, and any party delivering information to Mainspring Academy to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Mainspring Academy for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Mainspring Academy, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand Mainspring Academy employs only individuals who are legally eligible to work in the United States.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

34.) If selected for an interview, I understand that I must contact Mainspring Academy immediately by phone or email if I will be late, if I must reschedule, or if I must cancel. I understand after a 5-minute grace period, a late arrival will result in immediate cancellation of my interview. I understand the School will not be able to accommodate applicant schedule changes after any instances of no-call, no-shows.

35.) Applicant Signature: \_\_\_\_\_

36.) Date: \_\_\_\_\_