



LE JARDIN ACADEMY

917 Kalaniana'ole Hwy.
Kailua, Hawaii 96734
(808) 261-0707
www.lejardinacademy.org

Application for Employment

APPLICANT INFORMATION

| | | | | |
|---|--|----------------|------------------|------|
| Last Name | | First | M.I. | Date |
| Street Address | | | Apartment/Unit # | |
| City | | State | ZIP | |
| Phone | | E-mail Address | | |
| Date Available | | | Desired Salary | |
| Position Applied for | | | | |
| If you are under 18, and it is required, can you furnish a work permit? YES <input type="radio"/> NO <input type="radio"/> If no, explain | | | | |
| Have you ever been employed here before? YES <input type="radio"/> NO <input type="radio"/> If so, when? | | | | |
| Are you legally eligible for employment in this country? YES <input type="radio"/> NO <input type="radio"/> | | | | |
| Type of employment desired Full Time <input type="radio"/> Part-Time <input type="radio"/> Temporary <input type="radio"/> Seasonal <input type="radio"/> | | | | |
| Are you able to meet the attendance requirements of the position? YES <input type="radio"/> NO <input type="radio"/> | | | | |
| May we contact your present employer? YES <input type="radio"/> NO <input type="radio"/> | | | | |

EDUCATION

| | | | | | |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|
| High School | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| College | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Other | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

REFERENCES

Please list three professional references.

| | | |
|---------------|--|--------------|
| Full Name | | Relationship |
| Company | | Phone () |
| Email Address | | |
| Full Name | | Relationship |
| Company | | Phone () |
| Email Address | | |
| Full Name | | Relationship |
| Company | | Phone () |
| Email Address | | |

EMPLOYMENT HISTORY

Present Position:

| | | |
|------------------|------------|--------------------|
| Company | Phone () | |
| Address | Supervisor | |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |

Previous Position:

| | | |
|------------------|------------|--------------------|
| Company | Phone () | |
| Address | Supervisor | |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |

Previous Position:

| | | |
|------------------|------------|--------------------|
| Company | Phone () | |
| Address | Supervisor | |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |

Previous Position:

| | | |
|------------------|------------|--------------------|
| Company | Phone () | |
| Address | Supervisor | |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |

DISCLAIMER AND SIGNATURE

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE EMPLOYER'S SERVICE, WHENEVER IT IS DISCOVERED.

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM THE EMPLOYER AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

IF I AM HIRED, I UNDERSTAND THAT I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

I UNDERSTAND IT IS THIS COMPANY'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

I REPRESENT AND WARRANT THAT I HAVE READ AND FULLY UNDERSTAND THE FOREGOING AND SEEK EMPLOYMENT UNDER THESE CONDITIONS.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|