



# Columbus School for Girls (CSG)

## Application for Employment

(AN EQUAL OPPORTUNITY EMPLOYER)

*This application is simply one component of our employment process and is mandated by law.*

DATE
SOCIAL SECURITY NUMBER

### PERSONAL INFORMATION

NAME				
Last		First		Middle
PRESENT ADDRESS				
Street		City	State	Zip
PERMANENT ADDRESS				
Street		City	State	Zip
PHONE NO.	ARE YOU 18 YEARS OF AGE OR OLDER?			OYES    ONO

### EMPLOYMENT DESIRED

POSITION	
ARE YOU EMPLOYED NOW?	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
HAVE YOU EVER APPLIED TO CSG BEFORE?	WHEN?

### EDUCATION

	Name and Location of School	No. of Years Attended	Did you graduate?	*Subjects Studied and Degree Received
HIGH SCHOOL				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				
COLLEGE				
GRADUATE SCHOOL				

\*Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.

LIST ANY ACTIVITIES, CLUBS, OR SPORTS YOU WOULD BE WILLING TO LEAD

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**FORMER EMPLOYERS** List below last four employers, starting with last one first (or attach resume).

DATE, MONTH, AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			

**REFERENCES** Give the names of three persons not related to you, whom you have known at least one year (or attach resume).

NAME	ADDRESS	POSITION/BUSINESS	YEARS ACQUAINTED

Are you legally entitled to hold employment of the kind for which you are applying in the United States?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF OR PLEAD GUILTY TO A FELONY OR MISDEMEANOR (other than minor traffic violations)?

YES  NO If "yes," where and for what offense(s) were you convicted or plead guilty to?

(Under Ohio law, a person previously convicted or plead guilty to certain specified crimes may not be employed by the school in positions where the person would be responsible for the custody of a child.)

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, incomplete, false, or misleading statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.

I also authorize you to obtain information regarding my record with the Bureau of Motor Vehicles if the job for which I am applying will require driving as part of my job duties.

In consideration of my employment, I agree to conform to school rules, regulations, and policies. I understand that no supervisor, manager, officer, or representative of the school or any other entity, other than the Head of CSG, has any authority to enter into any agreement for any specified period of time to make any agreement contrary to the foregoing.

Date \_\_\_\_\_

Signature \_\_\_\_\_