



HOLLAND HALL

www.hollandhall.org

APPLICATION FOR EMPLOYMENT

The School shall provide equal opportunity in education and employment for all persons without regard to race, religion, color, sex, age, national origin, disability, military service, sexual orientation or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies.

5666 East 81st Street ~ Tulsa, OK 74137 ~ 918.481-1111 ~ Fax 918.481.1145

APPLICANT INFORMATION

Name (First, Middle, Last)

Other Name(s) Used

Address City State Zip

Home Phone # Cell Phone # Work Phone #

E Mail @

POSITION SOUGHT

Check all that apply: Full Time Part Time

- Administration Office Staff Substitute Teacher (\$60 per day)
- Faculty Member Teaching Assistant Coach - Sport(s): _____
- Subject: _____ Physical Plant Other _____
- Grade(s): _____

Please specify the nature of the position you prefer. _____

Referred by Salary Expected \$

EDUCATION

	SCHOOL NAME	CITY, STATE	MAJOR/PROGRAM	DEGREE	YEAR
High School					
College/University					
College/University					
College Distinctions					

WORK HISTORY (MOST RECENT EMPLOYER FIRST)

Employer From (MM/YY) / To (MM/YY) /

Address City State Zip

Phone # Starting Salary \$ Ending Salary \$

Title and Description of Duties

Reason for Leaving (if applicable)

Name of Contact Person

Employer From (MM/YY) / To (MM/YY) /

Address City State Zip

Phone # Starting Salary \$ Ending Salary \$

Title and Description of Duties

Reason for Leaving (if applicable)

Name of Contact Person

WORK HISTORY – cont.

Employer	From (MM/YY)	/	To (MM/YY)	/
Address	City	State	Zip	
Phone #	Starting Salary \$		Ending Salary \$	
Title and Description of Duties				
Reason for Leaving (if applicable)				
Name of Contact Person				

Have you ever been terminated or involuntarily separated from employment? Yes No
 If yes, which employer and why? _____

Have you ever received any employment discipline or counseling from a previous employer? Yes No
 If yes, which employer and why? _____

Are you able to perform the functions of the job for which you are applying as set forth in the job description?
 Yes No
 If no, please identify the job function you are unable to perform and explain. _____

Are there any accommodations which can enable you to perform the job? Please explain. _____

REFERENCES

Name	Phone #
Company Name & Address	
Name	Phone #
Company Name & Address	
Name	Phone #
Company Name & Address	

READ & SIGN

I certify that the above information is correct to the best of my knowledge. I understand that misrepresentation or omission of information is grounds for denial of employment or dismissal. This Request form becomes part of the permanent file for hired candidates.

In completing this application, I understand that if a conditional offer of employment is extended, I will conform to the rules and regulations of the school, and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the school or myself.

I authorize Holland Hall to investigate, inquire and receive information regarding my application for employment and authorize all prior employers and entities with information regarding my background to make full disclosure to Holland Hall. I release Holland Hall and all entities supplying such information from any liability, claim or damages arising out of or relating to the investigation into my application for employment and background.

Applicant's Signature _____ Date _____

Applications are kept on file for two years and are confidential. Thank you for your interest in Holland Hall.