

The Oak Hill School
4815 Franklin Road
Nashville, TN 37220



Phone (615) 297-6544
Fax (615) 298-9555
www.oakhillschool.org

EMPLOYMENT APPLICATION

Date of Application

____/____/____

Date of Availability

____/____/____

Please Note: Applications for employment are sent to all persons requesting them, regardless of whether vacancies exist.

Name

Last First Middle (Maiden Name)

Present Address

Street City State Zip Telephone Number

Home Phone: _____ **Cell Phone:** _____

Social Security Number: _____

Email Address: _____

POSITION DESIRED: _____

List Professional certifications which you hold: _____

List specific skills and interests that you possess: _____

(If the space provided is insufficient, please use additional paper to respond.)

Education (List high school and where all college credits have been earned if applicable.)

<i>School Name</i>	<i>Dates Attended</i>	<i>Major/Minor</i>	<i>Degree Earned</i>

Experience (List in chronological order beginning with the most recent.)

<i>Employer</i>	<i>City & State</i>	<i>Type of Work</i>	<i>Reasons for Leaving This Position</i>	<i>Period of Service</i>	
				<i>From (mo/yr)</i>	<i>To (mo/yr)</i>

References (List your current or most recent supervisor first and at least two references not related to you.)

<i>Name</i>	<i>Title of Position</i>	<i>Address/Telephone</i>

Written Response (Discuss your reasons for seeking a position at Oak Hill School.)

Personal Information

- Have you ever been convicted of a crime? No_____ Yes_____ (if yes, attach full details including the nature of the offense, date and place of conviction, sentence or other disposition of the matter.)
- Have you ever for any reason been suspended, dismissed, or asked to resign from any employment position? No_____ Yes_____
- Have you ever failed or refused to fulfill an employment contract? No_____ Yes_____

Please attach full explanation of any “yes” answer on an attached statement.

I certify that the previous responses are true and correct to the best of my knowledge and belief. I understand that Oak Hill School intends to rely upon these responses in determining acceptability for employment and agree that, if I am employed by Oak Hill School, my failure to provide correct responses shall be the basis for immediate dismissal from employment.

Signature

Date

The mission of Oak Hill School:

To build character and integrity in a Christian environment for a lifetime of learning and service.

Oak Hill School is committed to equal employment opportunities and non-discrimination. In compliance with federal and state law, Oak Hill School does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age or disability in the administration of its educational policies, programs or activities; its admissions policies*; scholarship and financial aid programs; other school-administered programs; or employment.*

**As a program of First Presbyterian Church, in the admission of students, preference may be given to children of Church members.*

PLEASE READ CAREFULLY

I, the undersigned consumer, do hereby authorize Oak Hill School, by and through its independent contractor, BACKGROUND VERIFICATION SERVICES (BVS) to procure a consumer report and/or investigative report on me.

These above-mentioned reports may include, but are not limited to, employment and education verifications; personal references; personal interviews; a social security number verification; present and former addresses; criminal and civil history/records; and other public records.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report prepared on me upon my written request to BVS that is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. 1681et.seq.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Oak Hill School, by and through BVS, including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release Oak Hill School, BVS and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized.

Signature:_____ Date_____

Date of Birth*:_____ Gender*:_____

***Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.**