



Kwong Kow Chinese School

中華廣教學校

JUNIOR STAFF APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Name _____

Address _____

Telephone (____) _____ Email _____

Social Security Number _____ - _____ - _____

If under age 18 please complete the requested information below:

Parent's Name(s) _____

Telephone (home) (____) _____ Telephone (work) (____) _____

Telephone (cell) (____) _____ Fax (work) (____) _____

Email _____

Position applied for _____

Location of position _____

How did you hear about this position? _____

Are you authorized to be employed in the United States? _____ Yes _____ No
(Proof of identity and eligibility will be required upon employment.)

Are you 18 years old, or older? _____ Yes _____ No—age? _____
(If no, you will be required to be approved for a work permit.)

Have you ever worked for Kwong Kow Chinese School before? _____ Yes _____ No
If yes: Job Title _____ Dates _____ to _____

EDUCATION

School	Name	Location	Major	Degree
High School				
College				
College				
Graduate School				
Business/ Trade/ Other				

WORK EXPERIENCE: Begin with your most recent employment (attach additional sheet if necessary).

Company _____
Address _____
Telephone (____) _____
Job Title _____
Duties _____

Supervisor _____
Start Date ___ / ___ / ___ **End Date** ___ / ___ / ___
Reason for Leaving _____

Company _____
Address _____
Telephone (____) _____
Job Title _____
Duties _____

Supervisor _____
Start Date ___ / ___ / ___ **End Date** ___ / ___ / ___
Reason for Leaving _____

Have you ever been convicted of a felony or misdemeanor? Yes No
(A conviction record will not necessarily be a bar to employment)

If yes, please explain (on a separate sheet). Please attach explanation to application.

REFERENCES—please provide three (3) professional references

1. **Name** _____ **Telephone** (____) _____
2. **Name** _____ **Telephone** (____) _____
3. **Name** _____ **Telephone** (____) _____

We may conduct an investigation regarding your character, employment, education, credit and criminal history prior to extending an offer of employment and at any time during your employment. It is our standard practice to conduct background checks using the Criminal Offender Record Inquiry (CORI) and Sexual Offender Record Inquiry (SORI). Employment is contingent upon satisfactory CORI and SORI reports.

The information I have supplied on this application is true and complete. I hereby authorize Kwong Kow Chinese School to investigate the information I have furnished on this application, and I further authorize KKCS to conduct an investigation regarding my character, employment, and education prior to extending an offer of employment and at any time during my employment. I understand that employment is subject to acceptable educational, employment, and other references as applicable.

_____ **Date** ___ / ___ / ___
(Signature)

Kwong Kow Chinese School is an equal employment opportunity employer and does not discriminate on the basis of age, race, color, religion, national origin, ancestry, sex, sexual orientation, physical or mental handicap, veteran status, or other protected status.