

# APPLICATION FOR EMPLOYMENT

## MOORESTOWN FRIENDS SCHOOL

### AUXILIARY PROGRAMS

*Prospective employees will receive consideration without discrimination based on race, creed, color, gender, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by federal, state, or local law.*

#### General Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Social Security # \_\_\_\_\_ Gender \_\_\_\_\_

Driver's License # \_\_\_\_\_ Driver's License State \_\_\_\_\_

Are you legally authorized to work in the United States on a full-time or permanent basis? Y N

Are you able to perform, with or without reasonable accommodations, the essential functions of the job or occupation for which you are applying? Y N

Have you ever been fired from a previously held position? Y N

If so, why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Emergency Contacts

*In the event of an emergency, please provide two alternate contacts.*

Contact #1 Name and Relationship \_\_\_\_\_

Phone # \_\_\_\_\_

Contact #2 Name and Relationship \_\_\_\_\_

Phone # \_\_\_\_\_

**Education (Name/Address, Years Attended, Major, Degree Received/Date)**

*Secondary School*

Name \_\_\_\_\_

Address \_\_\_\_\_

Years Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree Received \_\_\_\_\_ Date \_\_\_\_\_

*College*

Name \_\_\_\_\_

Address \_\_\_\_\_

Years Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree Received \_\_\_\_\_ Date \_\_\_\_\_

*Graduate School/Other*

Name \_\_\_\_\_

Address \_\_\_\_\_

Years Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree Received \_\_\_\_\_ Date \_\_\_\_\_

*Professional Education Courses*

\_\_\_\_\_  
\_\_\_\_\_

**Employment History**

*Employment Information #1*

Employer \_\_\_\_\_ Position \_\_\_\_\_

City, State \_\_\_\_\_ Start/End Dates \_\_\_\_\_

*Employment Information #2*

Employer \_\_\_\_\_ Position \_\_\_\_\_

City, State \_\_\_\_\_ Start/End Dates \_\_\_\_\_

*Employment Information #3*

Employer \_\_\_\_\_ Position \_\_\_\_\_

City, State \_\_\_\_\_ Start/End Dates \_\_\_\_\_

## References

Candidates may not be employed until we have at least three references on file. You must include:

1. A reference from your most recent employer in work related to the MFS Summer Scholars Program.
2. A reference from an employer who has supervised your work experience with children.

### Reference #1

Name			
Address			
Position		How Acquainted	
Phone #		Email	

### Reference #2

Name			
Address			
Position		How Acquainted	
Phone #		Email	

### Reference #3

Name			
Address			
Position		How Acquainted	
Phone #		Email	

## Previous Summer Program Experience

Have you ever worked at or attended a camp or summer program? If so, please provide details.

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Please describe your interests and talents. Where do you see yourself as best serving the program?

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List any certifications that you have (teaching, first aid, lifeguard, etc.) and the certification expiration date.

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**Please check which staff positions you are applying for:**

\_\_\_\_\_ **Assistant Director:** responsible for assisting in the development of programs, with customer service, managing daily operations, and support for online registration. Duties will also include organization of employment and HR paperwork.

\_\_\_\_\_ **Health Director/Camp Nurse:** responsible for reviewing and documenting student and staff health and the oversight of the program's health services.

\_\_\_\_\_ **Master Teacher:** responsible for teaching courses and communicating with parents as to student behavior, classroom updates, and other necessary information.

\_\_\_\_\_ **Assistant Teacher:** responsible for assisting Master teachers in the classroom.

\_\_\_\_\_ **Paid Intern:** responsible for supporting master teachers in carrying out classroom program and assisting with organizing, running, and supervising afternoon activities.\*Paid interns must have successfully completed one or more years as a service intern, have no unexcused absences or latenesses, have demonstrated personal growth and an understanding of the philosophy of the Moorestown Friends School Summer Scholars Program, and be invited by the Director to return as a paid intern.

\_\_\_\_\_ **Service Intern:** responsible for supporting master teachers in carrying out classroom program and assisting with organizing, running, and supervising programs.

\_\_\_\_\_ **Lifeguard Supervisor:** responsible for supervising the pool area and lifeguards.

\_\_\_\_\_ **Lifeguard/Swim Instructor:** responsible for individual and/or group swim instruction, enforcing all pool rules, and responding to emergencies. \*The lifeguard/instructor reports to the Lifeguard Supervisor.

\_\_\_\_\_ **Lifeguard:** responsible for enforcing all pool rules and responding to emergencies.  
\*The lifeguard reports to the Lifeguard Supervisor.

\_\_\_\_\_ **Extended Day Supervisor:** responsible for organizing, running, and supervising  
Extended Day activities.

**PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:**

The information I have provided in this Application for Employment is true, correct, and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize MFS to contact and obtain information about me from previous employers, educational institutions, "references" and other parties necessary to assess my suitability for a position at Moorestown Friends School; and/or verify the accuracy of the information that I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against MFS or its representatives for seeking, and using information to evaluate my employment application and all other persons, corporations or organizations that provide information for this purpose.

This application is not an employment agreement. If I accept an offer of employment, I understand MFS may terminate my employment at any time, with or without cause and without prior notice, unless required by law.

I understand that no one, other than an executive officer of MFS, has the authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing, signed by such officer.

**I fully understand and accept all terms and conditions in the above statement.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_