

KIRBY HALL SCHOOL

306 West 29th Street
 Austin, TX 78705
 (512) 474-1770

EMPLOYMENT APPLICATION

| APPLICANT INFORMATION | | | | | |
|---|--|---------------------|--|------------------|------|
| Last Name | | First | | M.I. | Date |
| Street Address | | | | Apartment/Unit # | |
| City | | State | | ZIP | |
| Phone | | E-mail Address | | | |
| Date Available | | Social Security No. | | Desired Salary | |
| Position Applied for | | | | | |
| Have you ever worked for this company? YES NO If so, when? | | | | | |
| Have you ever been convicted of a felony? YES NO If yes, explain | | | | | |

| EDUCATION | | | | | |
|-------------------|--|-----|---------|--------|--|
| High School | | | Address | | |
| Did you graduate? | | YES | NO | Degree | |
| College | | | Address | | |
| Did you graduate? | | YES | NO | Degree | |
| Other | | | Address | | |
| Did you graduate? | | YES | NO | Degree | |

| REFERENCES | |
|---|--------------|
| <i>Please list three professional references.</i> | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |

PREVIOUS EMPLOYMENT

| | | | |
|--|--------------------|--------------------|----|
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES | NO |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES | NO |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? | | YES | NO |

MILITARY SERVICE

| | | |
|----------------------------------|-------------------|----|
| Branch | From | To |
| Rank at Discharge | Type of Discharge | |
| If other than honorable, explain | | |

AN EQUAL OPPORTUNITY EMPLOYER

Kirby Hall School is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization. This application is not intended to ad does not Create a contract offer of employment. If hired, employment would be on an at-will basis and could be terminated at the will of either party.

Signature

Date