

RMA

APPLICATION FOR EMPLOYMENT

Richard Milburn Academy

APPLICATION FOR EMPLOYMENT

Employees of Richard Milburn Academy (RMA) and applicants for employment at RMA shall be offered equal opportunity in all aspects of employment without regard to race, color, political affiliation, disability, national origin, marital status, sexual orientation, gender, age or veteran status. Persons with specific disabilities that prevent them from completing this application and/or interviewing for a position may obtain confidential assistance by contacting the local hiring manager or the Human Resources Department at (978) 741-7161 x221 or 703-494-7882 x114.

Instructions:

- Please complete all sections of the application. Although you may attach your resume, it should not be used in place of the required application content.
- The application should be typed or neatly hand-printed in dark ink.
- This application may be reviewed against any open position(s) and will be kept on active status for 1 year.

CONTACT INFORMATION

Name _____

Address _____
Street Address City State Zip Code

Day Phone () _____ Evening Phone () _____

Fax Number () _____ Email _____

Social Security number: _____ - _____ - _____

Note: Completion of a SSN is optional. Failure to submit a SSN on this form will not prohibit employment consideration. A SSN may be required on other forms if hired.

POSITION(S) APPLYING FOR

Job Title _____ Location _____

Job Title _____ Location _____

Date of Application _____

How did you hear about this position? Newspaper Internet Site Employee Other

Please list name of referral source (i.e., website, newspaper title, employee name, other, etc.) _____

Are you at least 18 years of age? Yes NoAre you able to perform the essential functions of the job with or without an accommodation? Yes No Date Available: _____

EDUCATION

| Name of School | Address of School | Course of Study (Major) | Did You Graduate? (Y/N) | Degree Received |
|----------------|-------------------|-------------------------|-------------------------|-----------------|
| | | | | |
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We require and recognize only degrees, certificates, coursework, academic credits, etc. earned at a college or university accredited by an accrediting association/agency recognized by the U.S. Department of Education. As required by federal, state, local regulations, laws or regulatory bodies including the No Child Left Behind Act, we require staff members to meet certain criteria, which may include current state certification, acceptable scores on mandatory tests or other documentation that meets the requirements set forth by our organization and/or regulatory bodies for the position applied for and/or held.

SKILLS, COMPETENCIES, VOLUNTEER WORK, LICENSES AND/OR CERTIFICATES

List any other specific skills, licenses, certificates or volunteer work which may qualify you for the position(s) you seek, e.g. PC skills, teaching certificates, etc. in the space provided. Note: Please include states issued, expiration, renewal and/or revocation dates when listing Licenses and/or Certifications.

Describe your work experience in detail, beginning with your current or most recent position. Include military service (indicate rank) and job-related volunteer work, if applicable. Provide an explanation for any gaps in employment. All information in this section must be completed.

WORK HISTORY
PRESENT/PREVIOUS EMPLOYER

Title: _____ Start: _____ End: _____

Employer Name: _____ Phone Number: _____

Employer Address: _____

Reason for Leaving: _____

Salary Begin/End: \$ _____

May we contact this employer? Yes No Employer Contact Name: _____

Please list specific job duties: _____

Do/Did you supervise others? Yes No If yes, how many? _____

PREVIOUS EMPLOYER

Title: _____ Start: _____ End: _____

Employer Name: _____ Phone Number: _____

Employer Address: _____

Reason for Leaving: _____

Salary Begin/End: \$ _____

May we contact this employer? Yes No Employer Contact Name: _____

Please list specific job duties: _____

Did you supervise others? Yes No If yes, how many? _____

PREVIOUS EMPLOYER

Title: _____ Start: _____ End: _____

Employer Name: _____ Phone Number: _____

Employer Address: _____

Reason for Leaving: _____

Salary Begin/End: \$ _____

May we contact this employer? Yes No Employer Contact Name: _____

Please list specific job duties: _____

Did you supervise others? Yes No If yes, how many? _____

PROFESSIONAL REFERENCES

Give the names of three people*, preferably supervisors, who are familiar with your work. RMA reserves the right to contact your references.

| Reference's Name, Title & Employer | How Long Has This Person Known You? | Home Telephone Number | Work or Mobile Telephone Number |
|------------------------------------|-------------------------------------|-----------------------|---------------------------------|
| | | | |
| | | | |
| | | | |

*Do not list relatives as references.

PLEASE READ THE FOLLOWING GUIDELINES FOR THE STATE IN WHICH YOU ARE APPLYING FOR A POSITION. INITIAL THAT YOU HAVE READ AND UNDERSTAND THE GUIDELINES BEFORE PROCEEDING TO ANSWER ANYMORE QUESTIONS IN THIS SECTION.

STATE GUIDELINES FOR ANSWERING CONVICTION AND ARREST QUESTIONS

- Federal Guidelines:** Convictions and arrest records may be considered in the employment decision as evidence of conduct which may render an applicant unsuitable for a particular position. In the case of an arrest, the employer must consider the relationship of the charges to the position sought and the likelihood that the applicant actually committed the conduct alleged in the charges.
- Arizona:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- California:** You may state 'no record', 'not applicable' or exclude information on any questions inquiring about arrests that did not result in a conviction or information regarding referral to or participation in a pre-trial or post-trial diversion program. You are to answer in the affirmative if you have been convicted, even if no sentence was imposed, arrested and are awaiting trial, out on bail or released on your own recognizance pending a trial. You may exclude information regarding any conviction that is **more than 2 years old** for a violation of subdivision (b) or (c) of Section 11357 of the California Health and Safety code, subdivision (c) of Section 11360, Sections 11364, 11365 or 11560 of the California Health and Safety code as they related to marijuana prior to January 1, 1976 or a statutory predecessor.
- Colorado:** You may exclude information about arrests for civil or military disobediences, unless they resulted in convictions. You may exclude information on a sealed record.
- Connecticut:** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased.
- Delaware:** You may answer 'no record' or exclude information if you have an arrest record that has been expunged.
- District of Columbia:** You may exclude information on questions inquiring about arrests. You may exclude information or state 'no record' for questions on conviction records if your conviction is **10 or more years old** from the time you complete this application.
- Florida:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- Georgia:** You may exclude information regarding your first offense if you received and completed probation. If we disqualify you due to your criminal records, the company must disclose all criminal background information to you and explain how the information affected our decision.
- Hawaii:** You may exclude information or write 'no record' on questions concerning arrests/arrest records. Do not answer questions on conviction records unless you have been given a conditional employment offer. After a conditional offer of employment, you are only required to report convictions within the most recent ten years, excluding periods of incarceration.
- Illinois:** You may exclude information on arrest records. You may state 'no record' for questions on convictions if your conviction has been sealed, expunged or impounded.
- Indiana:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- Kansas:** You are not required to disclose information on an arrest, conviction or diversion record that is expunged.
- Kentucky:** You may exclude information on expunged records. STATE LAW AUTHORIZES THIS SCHOOL TO REQUIRE A CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT FOR THIS TYPE OF POSITION*.
- Maryland:** You need not provide information on any expunged charges.

* Certified positions

PLEASE READ THE FOLLOWING GUIDELINES FOR THE STATE IN WHICH YOU ARE APPLYING FOR A POSITION. INITIAL THAT YOU HAVE READ AND UNDERSTAND THE GUIDELINES BEFORE PROCEEDING TO ANSWER ANYMORE QUESTIONS IN THIS SECTION.

STATE GUIDELINES FOR ANSWERING CONVICTION AND ARREST QUESTIONS (continued)

- Massachusetts:** You may exclude information or answer 'no record' to questions concerning arrests. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests or criminal court appearances. If you have a first conviction, for the following misdemeanors you may answer 'no record': drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. You may answer 'no record' to questions concerning conviction records for any conviction of a misdemeanor 5 or more years old from the date of completing this application.
- Michigan:** You may state 'no record' for any arrests or misdemeanor charges that did not result in a conviction.
- Nebraska:** You may state 'no record' for arrests that did not lead to a conviction.
- New Jersey:** If you are disqualified for employment based on your criminal record, you will be given adequate notice and reasonable time to confirm or deny the accuracy of the information.
- New York:** You may answer 'no record' or exclude information on any questions concerning arrests, **only** if you have never been arrested or you have been arrested, but acquitted of any charges.
- North Carolina:** You may exclude information on expunged records.
- Pennsylvania:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- Rhode Island:** You may exclude information on questions concerning arrests or any conviction that has been expunged unless you are applying for a law enforcement position, admission to the bar of any court, a teaching certificate, a coaching certificate or a position at an early childhood education center.
- South Carolina:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- Texas:** This state does not provide guidelines for answering questions on arrests and convictions. Defer to Federal guidelines.
- Virginia:** You may exclude information or answer 'no record' to questions on arrests or convictions if your arrest(s) and/or conviction(s) has/have been expunged.

I have read and understand the guidelines of the state in which I am applying for a position and how they apply to answering questions on convictions and arrests.

Initials

CRIMINAL HISTORY

STOP! Before you answer this question, make sure that you have read your state's guidelines on the previous pages and initialed.

Have you ever pled guilty or pled no contest to a criminal offense or been convicted of a criminal offense?

- Yes
 No

Note: Convictions will not necessarily exclude you from employment, but date and type of conviction may be considered for job placement.

If yes, please list charge(s): _____

Location convicted: _____

Date(s): _____ Disposition/Status: _____

STOP! Before you answer this question, make sure that you have read your state's guidelines on the previous pages and initialed.

(Please ask for blank paper if you require additional space).

Have you ever been arrested?

- Yes
 No

Note: An arrest will not necessarily exclude you from employment. The date(s) and circumstance(s) surrounding the arrest(s) will be considered for job placement.

If yes, please list offense(s): _____

Date(s): _____

Circumstances surrounding arrest(s): _____

Are you legally authorized to work in the United States?

- Yes
 No

Note: Proof of citizenship or immigration status will be required upon employment.

U.S. MILITARY EXPERIENCE

List job related skills acquired during your U.S. Military Service.

Branch: _____

Date(s) served: _____ Rank or Grade at Discharge: _____

Are you a reserve member? Yes No If so, what is your status? Active Inactive

GENERAL INFORMATION

| | | | | |
|--|---|--|--------|-----------------|
| Do you possess a valid driver's license? | <input type="checkbox"/> Yes <input type="checkbox"/> No | State | Number | Expiration Date |
| Have you ever been employed by RMA or any of its subsidiaries? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please state date(s), location(s) and position(s). | | |
| Does RMA or any of its subsidiaries employ any of your relatives? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please indicate name(s) and location(s). | | |
| Would you consider foreign employment? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If you are hired and a security clearance is required, will you supply the information requested to the best of your ability and permit your fingerprints to be taken? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

LANGUAGES AND JOB-RELATED FOREIGN TRAVEL

Indicate good, fair or poor.

| Foreign Languages | Speak | Read | Write | Understand | Give brief digest of any job related foreign travel; indicate countries where you have worked. |
|-------------------|-------|------|-------|------------|--|
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PRE-EMPLOYMENT

AUTHORIZATION TO RELEASE INFORMATION: By my signature, I consent to the release of information to authorized officers, agents, and/or employees of RMA. **Please carefully read each statement and indicate your understanding and acceptance by initialing each.**

| | | |
|----|--|----------------|
| 1 | I understand that this application is not a contract of employment, and that the policies of the company do not create any implied promises of future employment. | _____ Initials |
| 2 | I understand that if I am employed in a management capacity, I may be required to complete a mandatory non-competition/confidentiality agreement. | _____ Initials |
| 3 | I understand that should my position require it, I may be required to submit to a background credit check. I have a right to request a copy of the report in the event that a check is conducted. | _____ Initials |
| 4 | In compliance with the Fair Credit Reporting Act, I understand that as a condition of employment I will be required to submit to a criminal background check. I have a right to request a copy of the report. | _____ Initials |
| 5 | I understand that Richard Milburn Academy is an Affirmative Action/Equal Employment Opportunity Employer. | _____ Initials |
| 6 | I understand that Richard Milburn Academy follows an "employment at will" policy, in that the employer or I may terminate my employment at any time or for any reason consistent with applicable state or federal laws. | _____ Initials |
| 7 | I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof within three (3) business days will result in denial of employment. | _____ Initials |
| 8 | I understand that Richard Milburn Academy will thoroughly investigate my work and personal history and verify all data given on this application, on related papers including resumes, and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability or damages related to providing this information. I also release Richard Milburn Academy from all claims for damages related to conducting such verification. | _____ Initials |
| 9 | I understand that following a preliminary decision to hire, I may be asked to submit to a medical examination and/or drug and alcohol screening. I also understand that any offer of employment will be contingent upon the results of the examination and/or screening. | _____ Initials |
| 10 | I certify that all statements herein are true, accurate and complete. I understand that any falsification or willful omission shall be cause for dismissal or refusal of employment. | _____ Initials |
| 11 | If employed, I agree to conform to the rules and regulations of the company and acknowledge that the rules and regulations may be changed, interpreted, withdrawn or added to by the company at any time, at the company's sole discretion and without prior notice to me. I further acknowledge that my employment may be terminated and any offer of employment or my acceptance of any employment offer may be withdrawn at any time, with or without cause at the option of the company. I understand that all employment is "at will" and that no representative of the company has authority to enter into an agreement for employment for any specified period of time prior to commencement of employment or after I have become employed, to assure any benefits or terms and conditions of employment or to make any agreement contrary to the foregoing. I acknowledge that I have been advised that this application will remain active for no more than 6 months from the date it was made. | _____ Initials |
| 12 | MA only: I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. | _____ Initials |

Please use the space at the end of this application form to add any additional qualifying experience or information which may assist RMA in evaluating your application.

CERTIFICATION OF APPLICANT

I hereby grant Richard Milburn Academy access to all relevant information and records concerning my present and prior work history, which may include but is not limited to: my official personnel files, attendance records, evaluation, education records including transcripts, military service, law enforcement records, and/or any personnel record deemed necessary. In addition, I consent to authorize appropriate officers, agents and/or employees of Richard Milburn Academy to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature: _____

Date: _____

Thank you for your interest in employment with RMA.

RMA
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Salem, MA 01970
FAX#: 978-741-0815
E-Mail: hr@rmhs.org

We are a Drug Free Workplace

WWW.NESIHQ.ORG