



Application For Employment
 Burgundy Farm Summer Day Camp
 3700 Burgundy Road, Alexandria, VA 22303
 Phone 703-842-0477 Fax 703-960-5056
 Summercamp@burgundyfarm.org

Please complete this application, even if you are providing a resume. Failure to complete all sections may disqualify you from consideration for employment.

Position(s) Applied For	Date of Application
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Last Name	First Name	Middle N
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Address	City	State	Zip Code
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Telephone Number(s)	Email:
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Have you ever filed an application with us before? Yes No If Yes, give date _____

Have you ever been employed with us before? Yes No If Yes, give date _____

Are you currently employed? Yes No

Are you legally authorized to work in USA? Yes No

A citizen of the United States

- A lawful permanent resident (Alien#) _____
- An Alien authorized to work (work permit#, expiration date and vise type) _____

When would you be available to work? June 18th _____

Are you available to work: () Full time () Part time

Have you been convicted of a felony within the last 7 years? Yes No
(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions, which have not been expunged from the records.)

If Yes, please explain _____

Education

List any educational degrees, programs or courses that you have taken which would be helpful for the performance of your job. Include present enrollments. Please note that we verify educational background. *Please list only accredited institutions.

School Name and Location	High School				*Undergraduate College/University				*Graduate/Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Year Completed												
Diploma/Degree												
Describe Course of Study												
Teaching Certificates	State				Date of Issuance/Expiration				Subject-Grade Level			
Describe any specialized training, apprenticeship, skills and extracurricular services												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

Professional Experience

Please provide information concerning your work history by filling this section out completely. List current or most recent job first. Military experience may be included if you obtained skills which would be helpful in the job for which you are applying. (If more space is needed, feel free to use a separate sheet of paper).

Please provide explanation for any gaps in time in employment history. Please circle the name of any employer or supervisor whom you do not want contacted at this time.

Employer	Date		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

Is there any additional information we should be aware of that if discovered while working at the School would reflect discredit upon the School? If yes please describe. _____

Professor or Employment References

Please give three references that are not related to you but were former and/or current professors and/or employers.

1.	(Name)	(Position)	Phone #
	(Address)		
2.	(Name)	(Position)	Phone #
	(Address)		
3.	(Name)	(Position)	Phone #
	(Address)		

Applicant's Acknowledgment

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the employer to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that an offer of employment by the school is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history check. I understand that false information, omissions or misleading information or misrepresentations given in my application or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at will. The School is an Equal Opportunity Employer and shall treat all employees and all applicants for employment equally and fairly, based upon job related qualifications and in accordance with all applicable local, state and federal laws.

Signature

Print Name

Date

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The school complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in the interview process are requested to contact the Director of Finance and Operations in order to arrange such accommodation. We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal state or local law.

YOU MAY SUBMIT A COPY OF A CURRENT RESUME HOWEVER; AN APPLICATION MUST BE COMPLETED IN FULL IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

School Official Use Only: Hired on: _____ Position: _____ Rate of Pay: _____ Initials: _____