



Buckingham Browne & Nichols School Application for Employment

We consider applicants for all positions without regard to race, color, gender, national origin, age, marital or veteran status sexual orientation, ancestry, religion, physical or mental disability or any other status protected by state or federal law. We offer reasonable accommodation to qualified persons with disabilities who are capable, with or without reasonable accommodation, of performing the essential functions of the job.

Application for the following position(s): _____

Date of application: _____

Last Name _____ First _____ Middle _____

Permanent Address: Street _____ Apt. No _____ City _____ State _____ Zip _____

Temporary or School Address: Street _____ Apt. No _____ City _____ State _____ Zip _____

(_____) _____ (_____) _____ (_____) _____
Home Phone _____ Work Phone (Optional) _____ Cell Phone _____

Email address: _____ Best way to reach you during the school year? _____ During the summer? _____

How did you learn about this position? _____

Are you legally eligible for employment in this country? Yes No
Are you eighteen (18) years of age? Yes No
Please supply your Date of Birth: _____ / _____ / _____
Month Day Year

If you are under eighteen (18) years of age, you will be required to produce work eligibility papers before commencing employment.

Have you applied to work at BB&N before? Yes No

Date: _____ Position Applied for: _____

Have you worked at BB&N before? Yes No

Date: _____ Position Held: _____

Reason(s) for leaving: _____

Type(s) of employment desired: Full-time Part-time Temporary/seasonal Summer Camp

Do you have any relatives working for BB&N? Yes No

If yes, where do they work? _____

Dates available: from _____ to _____

Not available to work: _____

Have you ever been convicted of a felony? Yes No

Within the last five years, have you been convicted of or released from incarceration for more than one misdemeanor? Yes No

**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 related to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for Criminal Prosecution*

REFERENCES

Name	Relationship	Address	Phone
1.			
2.			
3.			
4.			

I authorize BB&N and its representatives to contact the references and former employer listed in on attached to this application concerning by prior work experience. I release BB&N, its representatives, my references, and my former employers listed in or attached to this application from all claims of liability arising from the disclosure or sue of information related to my previous work.

Signed: _____ Date: _____

If you have a resume, you may attach it and go directly to the final page.

EDUCATIONAL BACKGROUND

	High School	Undergraduate College/University	Advanced Degrees	Professional Certifications
School Name and Location				
Years Completed				
Describe Course of Study				
Describe any specialized training, apprenticeship and extracurricular activities				
Describe any CPR training, medical training, or lifeguard training or certifications				
Describe any honors you have received				

Please be advised that BB&N may require a copy of transcripts and/or diplomas from schools attended.

SPECIAL SKILLS AND QUALIFICATIONS

Please indicate any additional skills and qualifications you may wish us to consider (eg. music, art, foreign languages, athletics) and any possible age groups that you would prefer to work with:

EMPLOYMENT HISTORY

Beginning with the most recent, list your present and past employment. Work performed on a volunteer or unpaid basis may be included in history of experience.

Company Name, Address and Type of Business	From		To		Salary	Job Title	Supervisor
	Mo	Yr	Mo	Yr			
Telephone:	Describe the work you did:						
Reason(s) for leaving:							
Company Name, Address and Type of Business	From		To		Salary	Job Title	Supervisor
	Mo	Yr	Mo	Yr			
Telephone:	Describe the work you did:						
Reason(s) for leaving:							
Company Name, Address and Type of Business	From		To		Salary	Job Title	Supervisor
	Mo	Yr	Mo	Yr			
Telephone:	Describe the work you did:						
Reason(s) for leaving:							
Company Name, Address and Type of Business	From		To		Salary	Job Title	Supervisor
	Mo	Yr	Mo	Yr			
Telephone:	Describe the work you did:						
Reason(s) for leaving:							

** If additional space is required, attach an additional sheet of paper to this application.

CAMP EXPERIENCE:

(This section is to be completed by only those applying for summer camp positions)

Please detail any specific camp experience that you have had.

Dates Worked/Volunteered	Camp Name	Director	Location	Position/Responsibilities
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Camp Program Skills In the following list, put a **"T"** before those activities you can organize and teach as an expert, and an **"A"** for those activities in which you can assist. Put a **"C"** after those in which you have *current* certification and attach a copy of your certification.

Adventure/Challenge
 challenge/ropes course
 climbing/rappelling
 outpost camping

Arts/Crafts
 boondoggle
 drawing/painting
 leather craft
 camp crafts

 photography
 woodworking

Camp craft/Pioneering
 backpacking
 survival skills
 hiking
 orienteering
 outdoor cooking
 outdoor living skills
 overnight trips
 wilderness trips

Dance (list)

_____ _____
 _____ _____

Drama
 clowning
 skits

Music

_____ singing
 _____ instrument)

Nature

_____ animals/care
 _____ astronomy
 _____ birds
 _____ environment
 _____ flowers
 _____ forestry
 _____ insects
 _____ weather

Sports/Fitness

_____ aerobics/exercise
 _____ archery
 _____ baseball/softball
 _____ basketball
 _____ bicycling/biking
 _____ boxing
 _____ weight lifting
 _____ fishing
 _____ football

 _____ golf
 _____ gymnastics
 _____ hockey (ice/in-line)
 _____ horseback riding (Eng)
 _____ horseback riding (West)
 _____ informal games
 _____ martial arts
 _____ riflery
 _____ skating
 _____ soccer
 _____ snow sports (list)

 _____ tennis
 _____ track/field
 _____ wrestling

Waterfront Activities

_____ board sailing/wind
 _____ canoeing
 _____ diving
 _____ kayaking
 _____ rafting
 _____ rowing
 _____ sailing
 _____ SCUBA
 _____ swimming

 _____ synchronized Swimming
 _____ water skiing

Miscellaneous

_____ academics
 _____ aviation
 _____ community service
 _____ farming/gardening
 _____ foreign language
 _____ grounds keeping
 _____ storytelling
 _____ team building
 _____ office skills

Certifications and Camp Support Staff Skills In the following list, please check those items in which you have experience and skills. Mark with a **"C"** those for which you hold current certification and attach a copy of your certification.

Certifications

Health/Safety
 CPR
 first aid
 lifeguard
 nursing

Issued By

Date of exp.

Maintenance

_____ auto mechanics
 _____ carpentry
 _____ electrical
 _____ plumbing
 _____ housekeeping

Food Service

_____ cooking/meal prep.
 _____ Food Handler's Permit
 _____ menu planning
 _____ purchasing
 _____ sanitation

I certify that the answers given by me to the foregoing questions and the statements by me are full and true to the best of my knowledge and belief. I understand and agree that any misrepresentations, false statements, or omissions by me in this application (and resume, if applicable) will be sufficient cause for cancellation of this application and/or separation from the employer's services if I have been employed. If I am hired, I understand that all employment with BB&N is on an at-will basis which means that either BB&N or I may terminate the employment relationship at any time, for any reason. An employee's at-will status may be altered by written contract signed by an authorized officer of BB&N. This employment application form does not constitute an employment contract.

I give BB&N the right to investigate all references with my permission and to secure additional information about me, if job related. This may include criminal records, motor vehicle/driving records, adult/child abuse records, and scholastic records check as required by the position for which I am applying. I hereby release from liability BB&N and its representatives for seeking, gathering, and using such information and all other persons, corporations or organizations for furnishing such information.

I understand that if hired, I will be required to provide proof of identity and legal work authorization.

BB&N is an equal opportunity employer. BB&N does not discriminate in employment and no question on this application is use for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law. Also, 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 liabilities.

Signature of Applicant: _____ Date: _____