



Noble and Greenough School
10 Campus Drive
Dedham, MA 02026
www.nobles.edu
Phone: 781 326-3700
Fax: 781 329-8118

APPLICATION FOR EMPLOYMENT

Name _____ Date _____
Last First MI

Address _____ Home Phone _____
 City _____ State _____ Zip Code _____ Work Phone _____

E-Mail Address _____

Position Sought (Please check and list title) Administrative _____ Teacher _____
 Office staff _____ Buildings & Grounds _____

Camp Employee _____ Coach _____ Other _____

Please specify the nature of the position you prefer. For Teachers, list in order of priority: Grade level(s) and subject areas

Would you work _____ Full time _____ Part time? _____

Referred to **Noble and Greenough School** by: _____

EDUCATION: Please complete where applicable. You may attach your resume if it contains the same information. Verification of academic credentials may be a condition of employment for certain positions

| School | Location | Major/Program | Degree |
|-----------------------------------|----------|---------------|--------|
| _____ (High School) | _____ | _____ | _____ |
| _____ (College) | _____ | _____ | _____ |
| _____ (Graduate School) | _____ | _____ | _____ |
| _____ (Other) | _____ | _____ | _____ |
| College Distinction /Awards _____ | | | |

EMPLOYMENT: Please provide your employment history **listing your most recent employer first.** You may attach your resume if it contains the same information.

| Employer | Position | Dates | Reason for leaving |
|--------------|---------------------------------------|-------|--------------------|
| _____ (1) | _____ | _____ | _____ |
| _____ (2) | _____ | _____ | _____ |
| _____ (3) | _____ | _____ | _____ |
| _____ (4) | (Please continue and complete page 2) | | |

Professional and Administrative applicants please list your teaching/coaching/administrative experience: _____

REFERENCES: Please provide no fewer than three references capable of judging your ability to perform the kind of work for which you have applied. You may attach other relevant materials.

| Name of Reference | Business Name | Position | Address | Work Phone |
|-------------------|---------------|----------|---------|------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

May we contact your present employer prior to speaking with you? Please check one: Yes No
If Yes: Name _____ Work phone _____

PLEASE READ AND SIGN BELOW

I certify that the above information is correct to the best of my knowledge, and I understand that misrepresentation of information is grounds for denial of employment or dismissal. This application becomes part of the permanent file for hired candidates.

*I give permission to **Noble and Greenough School** to verify information pertaining to my **application to the school, except where I request in writing that no inquiry be made, I hereby acknowledge that Noble and Greenough School has not requested that I undergo any polygraph testing, and that any such request for a polygraph test is illegal.***

*I furthermore hereby release **Noble and Greenough School** from making inquiries into my employment history including making reference checks with my former employers and waive any rights against **Noble and Greenough School** which may arise as a result of these inquiries. I further release **Noble and Greenough School** from any liability from the disclosure of the information enclosed herein.*

I understand that nothing contained in this application for employment or in the granting of an interview is intended to create an employment contract for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding unless made in writing.

*I certify and understand that **Noble and Greenough School** shall conduct a criminal background check and other lawful background check(s) on me prior to commencement of any employment and that **Noble and Greenough School** reserves the right to deny employment or terminate employment at any time, within its discretion, depending upon the results of any lawful background check.*

Applicant's signature _____ Date _____

The **Noble and Greenough School** is an equal opportunity employer dedicated to nondiscrimination in employment. **Noble and Greenough School** selects the best qualified individual for the job based on job-related qualifications regardless of race, age, religion, sex, national origin, ancestry, marital status, sexual preference, disability or any other status protected by applicable law.

Please return this application to: **Human Resources
Noble and Greenough
School 10 Campus Drive
Dedham, MA 02026**

Applications are kept on file for two years. Thank you for your interest in Noble and Greenough School.