



# Employment Application

## McLEAN SCHOOL *of* MARYLAND

### Mission Statement

McLean makes education accessible, stimulating and meaningful for a broad range of learners.

Our students flourish because McLean responds to students' learning styles.

McLean prepares students intellectually and socially by encouraging self-advocacy and building self-confidence.

Our students succeed because they learn how to learn.

### Diversity/Equity Statement

McLean School's commitment to diversity/equity is an extension of our long-standing commitment to learning styles and differences.

McLean embraces diversity and values the integrity of all individuals. We offer equitable opportunity to learn from the wealth that diversity renders to all community members in the recognition of differences of ethnicity, race, religion, socioeconomic status, culture, color, sexual orientation or gender. This recognition enriches our community and encourages our students to be better leaders and more responsible citizens. We believe that our students will acquire an appreciative sensitivity to different people and cultures and that they will be more secure in themselves and better prepared to enjoy the richness and possibilities of the wonderfully diverse world they will inherit.

**Toward this end, McLean School commits itself:**

- To continue to develop a school culture and curricula that will teach our students both the skills and the sensibilities necessary for living in a world of change and difference.
- To achieve an educationally enriching level of diversity in the student body, faculty, staff and Board of Trustees.
- To provide the resources and support equitably to secure the self-esteem of every child.

We expect that all community members will support diversity/equity at McLean School, just as we expect that all community members will benefit from that work.

### Core Values

As a community dedicated to a student-centered approach, where the welfare of the student is a priority in decision-making, we value equally:

**Creativity, innovation, intellectual curiosity and academic achievement** by presenting opportunities for exploration and expression in an atmosphere where all community members flourish.

**Diversity** in the academic, social and professional environment as a fundamental ingredient in the full development of the individual.

**Flexibility** to adapt our curriculum and teaching methods to the styles and needs of the individual learner.

**Respect** through attentiveness to attitudes, behaviors, thoughts, words and interactions.

**A Safe and Nurturing Environment** that contributes to physical, social, emotional and academic well-being.

**A Sense of Community** in which students, faculty, administrators and parents work collaboratively, combining their talents and ideas to improve the overall quality of our shared experience.

### Application for Summer Employment

The McLean School of Maryland complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring accommodation in order to participate in the interview process are requested to contact the School 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.



# Employment Application

McLEAN SCHOOL of MARYLAND

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position Desired \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Dates Available to Work \_\_\_\_\_

- Yes     No    Have you ever worked for McLean before?
- Yes     No    If a job is offered, will you be able to provide verification of your legal right to work in the United States?
- Yes     No    Have you been convicted of a felony within the last five years?  
If yes, please describe briefly \_\_\_\_\_  
*(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 that have not been expunged from the records.)*
- Yes     No    Are you at least 18 years of age?
- Yes     No    Are you eligible to receive any and all licenses/permits required by law to perform the position(s) for which you are applying?

Is there any additional information we should be aware of that if discovered while employed at McLean would reflect poorly on or discredit the School? If yes, please describe.

\_\_\_\_\_

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**EDUCATION AND TRAINING**

List any educational degrees, programs or courses you have taken that would be helpful for the performance of your job. Include present enrollments.

Name of School (City, State)	Courses of Study	Number of Years Attended	Degrees or Certifications

**WORK HISTORY**

Please provide information concerning your working history by filling this section out completely. List present or most recent job first. Military experience may be included. (If more space is needed, write on separate page). You may attach a résumé in addition to completing the following. Please provide explanation for any time gaps in employment history.

**CURRENT OR PREVIOUS EMPLOYER**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates Employed (From/To) \_\_\_\_\_

**CURRENT OR PREVIOUS EMPLOYER**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates Employed (From/To) \_\_\_\_\_

**CURRENT OR PREVIOUS EMPLOYER**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

Dates Employed (From/To) \_\_\_\_\_



**REFERENCES**

NAME	ADDRESS	PHONE	WORK RELATIONSHIP

**SPECIAL SKILLS/TALENTS**

Please use this space to discuss special skills, talents or attributes you have acquired that may assist you in the performance of the job for which you are applying.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**POLYGRAPHY NOTIFICATION**

Under Maryland law, an employer may not require or demand, as a condition of employment, perspective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law shall be guilty of a misdemeanor and subject to a fine not exceeding \$100.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION OF INFORMATION**

I certify that the information provided in this application for employment is true, correct and complete to the best of my knowledge. If employed, I understand that any misstatement or omission of fact on this application will be grounds for dismissal. My former employers, educational institution(s) and personal references may provide information that they have about me in response to inquiry from the employer. I understand that an offer of employment by McLean is contingent upon reference information as well as criminal history check. I understand that I shall be required to provide documentation establishing my legal authorization for employment prior to commencing work. The Employer is an Equal Opportunity Employer and shall treat all employees and all applicants fairly based upon job-related qualifications and in accordance with all applicable local, state and federal laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_