



## EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, gender, gender identity, gender expression, transgender, transitioned, transitioning or perceived to be transitioning, sexual orientation, national origin, ancestry, citizenship status, medical condition, mental or physical disability, age, marital status, domestic partner status, pregnancy and breastfeeding, military and veteran status, or any other legally protected status.

Position Applying For	Date of Application
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How did you learn about us? \_\_\_\_\_

Preferred pronouns:      She/Her      He/Him      They/Them      Other \_\_\_\_\_

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Last Name                                      First Name                                      Middle Name

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Address                                      Street Name                                      City

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State                                      Zip Code                                      Phone Number(s)

YES NO

If you are under 18 years of age, can you provide required proof of your eligibility to work and a work permit?

Have you ever applied to work with Aurora before?

Have you been previously employed by Aurora?

Do you know any Aurora employees?

If hired can you present proof of U.S. citizenship or proof of your legal right to live and work in the U.S.?

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

Date available for work? \_\_\_/\_\_\_/\_\_\_

Are you available to work: Full Time Part Time Temporary

If part time or temporary what limitations are there? \_\_\_\_\_

Are you currently on lay-off status and subject to recall? YES NO

**PROFESSIONAL REFERENCES:**

NAME	EMAIL	PHONE NUMBER	OCCUPATION

**WHY ARE YOU APPLYING TO WORK AT AURORA?** \_\_\_\_\_

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**BACKGROUND INFORMATION:**

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? YES NO

*(Note: We comply with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and/or agility test.)*

Have you ever been convicted of a criminal offense, or pled “No Contest” in a trial or criminal offense (felony or misdemeanor)? YES NO

If yes, please state the nature of the crime, when and where convicted and nature of the case:

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense except as allowed by state law. The nature of the offense, the surrounding circumstances and relevance of the offense to the position applied for may, however be considered.) Before final hire, applicants are required under state law to be fingerprinted, so their criminal history, if any can be reported to Aurora by the Department of Justice, (DOJ). The DOJ reports to Aurora on convictions and arrests pending adjudication, of any violent or serious felony.*

State any additional information you feel may be helpful to us in considering your application. You may attach additional sheets if necessary.

## **APPLICANT'S STATEMENT**

**Please read carefully, initial each paragraph and sign below:**

### **Initial**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answer given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

### **Initial**

\_\_\_\_\_ I hereby authorize Aurora School to thoroughly investigate my references, work record, education, and other matters related to suitability for employment and further authorize the references I have listed to disclose to the company any letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Aurora School, my former employers and all other persons, corporations, partnerships, and associations from any claims, demands or liabilities arising out of or in any way related to such investigations or disclosure.

### **Initial**

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between me, and Aurora School. In addition, I understand that agree that if I'm employed, my employment is "at will" and is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Aurora School, and that no promises or representations contrary to the foregoing are binding on Aurora School unless made in writing and signed by me and Aurora's Head of School.

\_\_\_\_\_  
Signature (To be signed at interview)

\_\_\_\_\_  
Date

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**