

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
---------	------	-------	-----

Phone number	Email address
--------------	---------------

Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

If selected for employment are you willing to submit to a background check?

Yes No

Position

Position you are applying for	Available start date	Desired pay
-------------------------------	----------------------	-------------

Employment desired

Full time

Part time

Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	

Equal Employment Opportunities (EEO)

Lyndon Institute provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Lyndon Institute complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Lyndon Institute expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Lyndon Institute’s employees to perform their job duties may result in discipline up to and including discharge.

Enforcement

Any employee or applicant for employment with Lyndon Institute who has a question, concern or complaint with respect to compliance with the school’s non-discrimination and/or equal opportunity policies, compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act (ADA) of 1990, including retaliation against an individual for filing a complaint or for cooperating in the investigation of a complaint of discrimination, or who wishes to request a reasonable accommodation related to a disability should contact:

Human Resources Director
Business Office
Lyndon Institute
PO Box 127
Lyndon Center, VT 05850
(802) 535-3672

Lyndon Institute’s Harassment Complaint Procedure will be utilized to resolve any complaint(s) brought forward. The Human Resources Director, or designee, shall serve as the grievance officer in responding to any such complaint.

Signature of Applicant: _____

Date: _____

Applicant Agreement:

I hereby affirm that the information provided on this application (and on the accompanying resume, if any) is true, accurate and complete to the best of my knowledge. I also acknowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may lead to dismissal from employment if discovered at a later date.

I understand that, if hired, my employment will be subject to the terms and conditions of the LI Personnel Policies, including at-will employment, and, for bargaining unit employees, the then current collective bargaining agreement. No school administrator other than the Head of School is authorized to promise different terms and conditions and any such offer must be made in writing.

In exchange for LI's acceptance of my application for employment, I authorize LI's investigation of all statements and information contained in this application and any resume that I have submitted for the purpose of applying for employment with LI. I further hereby consent to otherwise agree to have LI investigate my background by making inquiries of my former employers and their representatives (as well as my current employer in the circumstances indicated above) as well as the other organizations, institutions and individuals listed on this application and any resume that I have submitted to LI. If I am made an offer of employment with LI, I also agree to consent to and to cooperate in the record check processes for my records located in state and national level criminal records, abuse registries and motor vehicle records.

I agree and acknowledge that LI's acceptance of this application for employment does not create an offer of employment or an employment contract.

Signature of Applicant: _____

Date: _____