



2121 Madison Road, Cincinnati, OH 45208

This application must be accompanied by a cover letter and resume that includes educational background, certification or licensure information, and work experience. Please email these materials as directed by the *Position Vacancy Announcement*. No phone calls please.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

Name:

Address:

Telephone Number(s):

E-mail:

Position(s) sought:

Date available for work:

Desired salary range:

Are you a U.S. citizen or legally authorized to work in the U.S.?

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

Have you ever been convicted of a criminal offense other than a minor traffic infraction? If yes, explain:

Do any of your friends or relatives work at Springer? If yes, state name and relationship:

How did you learn about us?

Website - Please list _____

Social Media - Please list _____

Employment Agency

Friend/Relative

Employee Referral - Name of Employee _____

Other

Are you currently employed? If yes, where are you employed?

What is your job title?

How long have you been in this position?

May we contact your present supervisor?

If yes, please provide supervisor's name, title and telephone number(s):

Employment References

I. Employer:

Supervisor's Name and Title:

Telephone Number(s):

Dates of Employment / Job Title:

II. Employer:

Supervisor's Name and Title:

Telephone Number(s):

Dates of Employment / Job Title:

III. Employer:

Supervisor's Name and Title:

Telephone Number(s):

Dates of Employment / Job Title:

APPLICANT'S ACKNOWLEDGMENT AND AGREEMENT

I certify that information given on this application and on my resume is true and complete to the best of my knowledge. I understand that false, misleading, or incomplete information given in my application, resume or interview(s) may disqualify me from further consideration or may lead to my dismissal from employment if I am hired. I agree to notify immediately the Executive Director if I ever am convicted of a felony, or any crime involving dishonesty or any workplace substance abuse or drug use, possession or trafficking either while my job application is pending or during my period of employment, if I am hired.

I authorize the investigation of all statements contained in this application and accompanying resume. I also authorize Springer School and Center to contact my present employer (unless otherwise noted in this application form) and past employers, and I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form to provide Springer with relevant information and opinions that may be useful in making a hiring decision, and I release such persons and organizations from any legal liability for making such statements. I understand that Springer may request investigative reports concerning my prior history, including but not limited to criminal and consumer reports.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature of Applicant

Date