



Manlius Pebble Hill School Application for Employment

Welcome to Manlius Pebble Hill School, an independent, nonsectarian, coeducational, college preparatory school for grades PreK-12. dedicated to the pursuit of academic excellence within a caring and personalized setting. Our mission is to inspire our students to think critically, act responsibly, and discover a passion for lifelong learning organization. We invite your cooperation in providing all the information requested on this employment application. Thank you.

We are an equal opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, age, national origin, disability, marital status, or sexual orientation, in accordance with Federal and State law. Veterans are assured of non-discriminatory treatment.

Please return completed application to: Manlius Pebble Hill School, 5300 Jamesville Road, Syracuse 13214-2499
Phone: 315-446-2452 Fax: 315-446-2620 Email: rrhody@mphschool.org

GENERAL INFORMATION

Name: _____ Date: _____
(Last) (First) (Middle)

Other name(s) used in employment: _____ Social Security #: _____

Present Address: _____
(Street) (City) (State) (Zip)

Home phone: _____ Bus/Other phone: _____ Email _____

If the answer to any of the following questions is YES, please describe circumstances and dates in COMMENTS section below:

Have you ever been employed by MPH? (If yes, list job title(s) held and dates of employment below) Yes No

Do you have any relatives employed at MPH? Yes No

Are you under 18 years of age? Yes No

Do you have the right to accept employment in the U.S.?
 Yes No

Except for minor traffic violations, have you ever been convicted of an offense of law?
(i.e. criminal violation, misdemeanor or felony) (If yes, include date, location of court, type of violation, misdemeanor or felony conviction for each offense.) Convictions shall include a plea, verdict, or finding of guilt, regardless of the sentence imposed by a court of law. A conviction will not automatically bar employment consideration in accordance with NYS Correction Law Article 23-A, Section 754. Yes No

COMMENTS

Type of position desired: _____

Availability: Full-time Part-time _____ hours per week

EDUCATION AND TRAINING

Check if enclosing resume

Level	Name of School	Location	Diploma/Degree Received?	If yes, please specify diploma/degree received include major and minor (i.e., AS, BS, BA, MS, MBA)
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please list other education, training and/or courses, any additional spoken or written languages: _____

Please list any hobbies, coaching experience etc. _____

Please list specific computer skills: _____

MILITARY SERVICE

Have you ever served in the military service of the United States? Yes No Dates of duty: From: _____ To: _____
(mo/yr) (mo/yr)

Are you presently a member of the Reserves or National Guard? Yes No

EMPLOYMENT HISTORY (List last jobs held beginning with most recent employment first)

Dates		School or Employer		
From (mo/yr)	To (mo/yr)	(Name)	(Position)	(Reason for leaving)
		(Street address)	(Wage)	(Supervisor's name)
		(City/State/Zip)		(Telephone number)
		(Major duties)		
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(mo/yr)	(mo/yr)	(Name)	(Position)	(Reason for leaving)
		(Street address)	(Wage)	(Supervisor's name)
		(City/State/Zip)		(Telephone number)
		(Major duties)		
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT HISTORY (continued)

Dates		School or Employer	
From (mo/yr)	To (mo/yr)		
		(Name)	(Position) (Reason for leaving)
		(Street address)	(Wage) (Supervisor's name)
		(City/State/Zip)	(Telephone number)
		(Major duties)	
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(mo/yr)	(mo/yr)		
		(Name)	(Position) (Reason for leaving)
		(Street address)	(Wage) (Supervisor's name)
		(City/State/Zip)	(Telephone number)
		(Major duties)	
		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES

Please provide three references that are not relatives:

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

I hereby authorize the investigation of all information contained in this application and attached data as provided. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form may be grounds for not employing me, or dismissing me after employment. I hereby also agree to hold Manlius Pebble Hill School harmless in divulging the information contained in this application form as well as any personnel records developed as a result of employment with MPH.

I also agree, if employed, to abide by all policies and regulations of Manlius Pebble Hill School.

Manlius Pebble Hill School is a drug free workplace, and prohibits the possession, sale, and/or use of illegal drugs and the use of alcohol or tobacco in the workplace.

Applicant's Signature: _____ Date: _____

Manlius Pebble Hill School

Mission Statement

to inspire our students to think critically, act responsibly,
and discover a passion for lifelong learning

MPH Core Values

1. We are dedicated to the pursuit of distinguishable academic excellence.
2. We cultivate passionate, accomplished and invested teachers who challenge students to become inquisitive and independent learners.
3. We build self-confidence, respect, integrity, and strength of character throughout all grades.
4. We stimulate intellectual, emotional, social and physical development – we teach the whole child.
5. We believe children learn best in a caring, close-knit community that values diversity.
6. We foster a love of learning through creative problem-solving and critical thinking.
7. We strive to attract bright, motivated students who are prepared to partner with teachers and classmates to foster a mutually supportive learning environment.
8. We prepare students to become responsible contributors to the local and global community.