
APPLICATION FOR EMPLOYMENT



KAPLAN PROFESSIONAL PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO ALL APPLICANTS AND EMPLOYEES REGARDLESS OF RACE, RELIGION, GENDER, COLOR, SEX, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS.

(Please Print)

Location of Position (part-time applicants only): _____ Date: _____

Position applied for: _____

Describe your experience or skills that qualify you for the job for which you are applying: _____

Name

Last

First

Middle

Present Address: _____

Number and Street

City

State

Zip Code

Telephone: *(Home)* (____) - _____ *(Work)* (____) - _____

Email Address: _____

Previous Address: _____

Number and Street

City

State

Zip Code

Telephone: *(Home)* (____) - _____ *(Work)* (____) - _____

Referred by *(specify)*:

Internet job board Which one? _____

Present Employee Who? _____

Kaplan Professional Website

Newspaper Ad

Other _____

When are you available to work?

___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

Are you willing to work overtime if needed? ___ Yes ___ No

Are you immediately available to begin employment? _____ If not, when? _____

Best time to contact you? _____

Have you ever been employed by any Kaplan Professional or any other Kaplan division? No Yes

If yes, which division name? _____

Dept. /Supervisor's name _____

For non-California applicants, please answer the following:

Have you ever been convicted of a crime? ⁺ ___ No ___ Yes If yes, please give details:

⁺ For applicants in Massachusetts, provide information only for felony convictions.

For applicants in California, please answer the following:

Have you ever been convicted of a crime other than (1) a marijuana related conviction that occurred more than two years ago; and/or (2) an offense for which you were referred to, and participated in, any pretrial or post-trial diversion program? No Yes

If yes, please state the date of conviction, the county and state, and the nature of the offense.

RECORD OF EDUCATION

High School

Name _____

Address _____

Number of years completed _____ Did you graduate? YES NO
Diploma or Degree _____ Average grade or GPA _____

College

Name _____ Major _____

Address _____ GPA _____

Number of years completed _____ Did you graduate? YES NO
Diploma or Degree _____ GPA _____

Other Education (Technical, Graduate, etc.)

Name _____ Major _____

Address _____

Number of years completed _____ Did you graduate? YES NO
Diploma or Degree _____ Average grade or GPA _____

Honors or Awards: _____

RECORD OF EMPLOYMENT

This section must be completed regardless of whether or not a resume has been submitted.
List each job held, starting with your most recent. Account for all periods of time, including full-time employment, part-time employment, temporary employment, military service in the armed forces of the U.S., and all periods of unemployment:

Dates: From: _____ To: _____ \$ _____ per _____ \$ _____ per _____
mm/yy mm/yy Starting Final

Employer: _____ Type of business: _____

Address: _____ Telephone: _____

Supervisor: _____ Hours per week: _____

Position held: _____

Responsibilities: _____

Reason for leaving: _____

Dates: From: _____ To: _____ \$ _____ per _____ \$ _____ per _____
mm/yy mm/yy Starting Final

Employer: _____ Type of business: _____

Address: _____ Telephone: _____

Supervisor: _____ Hours per week: _____

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Dates: From: _____ To: _____ \$ _____ per _____ \$ _____ per _____
mm/yy mm/yy Starting Final

Employer: _____ Type of business: _____

Address: _____ Telephone: _____

Supervisor: _____ Hours per week: _____

Position held: _____

Responsibilities: _____

Reason for leaving: _____

List four professional references:

Name: _____ Telephone(s) _____

Company Name: _____

Relationship: _____ Years Known: _____

Name: _____ Telephone(s) _____

Company Name: _____

Relationship: _____ Years Known: _____

Name: _____ Telephone(s) _____

Company Name: _____

Relationship: _____ Years Known: _____

Name: _____ Telephone(s) _____

Company Name: _____

Relationship: _____ Years Known: _____

REPRESENTATIONS BY APPLICANT

I understand that if I am employed (i) I will have to abide by the rules and policies of Kaplan Professional and Kaplan, Inc., (“the Company”) and do the work given to me in a manner consistent with Company standards, (ii) my job is ‘at-will’, meaning my position is not guaranteed for a set period of time and I may be asked to leave at any time, for any reason, (iii) my hours and days of work will not be guaranteed, but will be set by the Company and may be changed as required by the Company and (iv) overtime work may be required as part of my regular job duties.

I have carefully read this application, and all of my answers on this application are true and complete. I understand that completion of this application and its review by the Company does not imply or constitute acceptance of me as an employee of the Company, which can only be accomplished by formal notification to me from a duly authorized official of the Company. I authorize the Company and its agents and representatives to investigate and verify all of the statements made in this application, and in connection with such investigation and verification, to exhibit this application and disseminate the information contained herein to any person. I authorize all persons, companies, schools or other entities listed in this application to give the Company any information regarding my employment, education of character and hereby release the Company, and all of said persons, companies, schools and other entities from all liability for any damage that may result from furnishing such information. I further agree to cooperate fully in this investigation. If I have not answered all questions on this application honestly and completely, I understand that I will be subject to immediate dismissal, regardless of when my failure to answer honestly or completely may come to the attention of the Company.

I further understand that any and all offers of employment with the Company are contingent upon my satisfactorily passing a pre-employment background investigation. In the event I do not satisfactorily pass a pre-employment background investigation, I understand that any offer of employment will be rescinded or, in the event I have commenced my employment with the Company, my employment terminated. No waiver or modification of any of the above provisions on the part of the Company shall be considered binding or effective unless in writing and signed by a corporate officer of the Company.

Signature of Applicant _____ Date Signed _____