



194 N. Limestone Street, Lexington, Kentucky 40507
 Telephone (859) 254-1361 www.sayreschool.org Facsimile (859) 231-0508

APPLICATION FOR EMPLOYMENT

Sayre School (the "School") actively seeks qualified individuals with diverse backgrounds and talents who will make a positive contribution to school life. Based on receipt of federal financial assistance through a Paycheck Protection Program loan administered through the U.S. Small Business Administration (SBA) under the CARES Act, the School acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin, sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Cindy Eason, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 222, ceason@sayreschool.org; Rich Little, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 221, rlittle@sayreschool.org; Brooks McLamb, Section 504 Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 213, bmclamb@sayreschool.org; or the U.S. Department of Education's Office for Civil Rights (OCR) or to the SBA. Please refer to the School's SBA Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR or the SBA.

General Instructions: Please PRINT clearly. Each inquiry on this application must be fully answered or completed. If an inquiry does not apply, respond by using "N/A." If more space is needed for your response, please attach additional sheets of paper.

PERSONAL DATA

Last Name		First Name		Middle Name	
Present Address Street and Number City, State, Zip			How long have you lived there: Years		Months
Previous Address Street and Number City, State, Zip			How long have you lived there: Years		Months
Telephone Number(s)			E-Mail Address		
Are you 18 years of age or older: <input type="checkbox"/> Yes <input type="checkbox"/> No			Who were you referred by?		
Position Desired: <input type="checkbox"/> Administrator <input type="checkbox"/> Teacher (indicate grade level/subjects): <input type="checkbox"/> Teacher Assistant Grade Level _____ <input type="checkbox"/> Substitute Teacher Subjects _____					
<input type="checkbox"/> Office Staff <input type="checkbox"/> Other (specify): _____					
Placement Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time					
When are you available for work?					
Have you ever worked for the School before? [] Yes [] No If Yes, please give dates and position(s):					
Have you ever applied for a position with the School before? [] Yes [] No If Yes, please give date(s) on which you applied and position(s):					

PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Include part-time and seasonal employment. DO NOT ANSWER "SEE RESUME." Fill out this form completely.

Employer 1	Dates Employed		Work Performed
	From (M/Yr)	To (M/Yr)	

Telephone Number(s)				
Address		Hourly Rate/Salary		
Job Title	Supervisor Name & Title	Starting	Final	
Reason for Leaving				
<u>Employer 2</u>		Dates Employed		Work Performed
		From (M/Yr)	To (M/Yr)	
Telephone Number(s)		Hourly Rate/Salary		
Address		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				
<u>Employer 3</u>		Dates Employed		Work Performed
		From (M/Yr)	To (M/Yr)	
Telephone Number(s)		Hourly Rate/Salary		
Address		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				
<u>Employer 4</u>		Dates Employed		Work Performed
		From (M/Yr)	To (M/Yr)	
Telephone Number(s)		Hourly Rate/Salary		
Address		Starting	Final	
Job Title	Supervisor Name & Title			
Reason for Leaving				

EDUCATION

School Name/Location	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
High School	9 10 11 12			
College/University	1 2 3 4			

Graduate/Professional	1 2 3 4			
Trade or Correspondence				
Other				

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying:

For Teacher Applicants:	For Administrator Applicants:
List extracurricular activities or coaching assignments you would be willing to accept:	If applying for an administrator position, please attach a statement of your educational philosophy to this application.
List experiences you have had which are related to teaching:	
Certification (if applicable): State: Type: Number:	
Optional. Please attach a statement of your educational philosophy to this application.	

REFERENCES

Please list no fewer than three references capable of judging your ability to perform the kind of work for which you have applied. At least two references must be professional.

Name	School/Company	Address (Street, City and State)	Telephone Number	Number of Years Known

BACKGROUND INFORMATION

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment: _____

List any other names which you may have used and which will be necessary to verify prior to your employment: _____

If hired, can you provide proof that you are legally entitled to work in the U.S.? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Have you ever been terminated, asked to resign from any job, or not been offered a contract to return for another year? Yes No

If yes, please explain circumstances: _____

May we contact your current employer? Yes No

If no, please explain: _____

Do you have any friends or relatives working at the School?

If yes, Name(s) and Relationship: _____

Do you have adequate transportation to and from work? Yes No

Have you ever pled guilty, or no contest to, or been convicted of a felony? Yes No

If Yes, please give the date(s) and details: _____

Have you ever pled guilty, or no contest to, or been convicted of a misdemeanor resulting in imprisonment within the last seven years?

Yes No

If Yes, please give the date(s) and details: _____

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes No

If Yes, please give the date(s) and details: _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

Do you have any commitments to any other employer which may affect your employment? Yes No

If yes, explain: _____

OTHER INFORMATION

Please describe any other experience that you have which would be relevant to the job for which you are applying:

STATE LAW AUTHORIZES THIS SCHOOL TO REQUIRE A CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT FOR THIS TYPE OF POSITION



194 N. Limestone Street, Lexington, Kentucky 40507
Telephone (859) 254-1361 www.sayreschool.org Facsimile (859) 231-0508

DISCLOSURE AND AUTHORIZATION

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

For employment purposes, the School may obtain consumer reports on you as an applicant or from time to time during employment. "Consumer reports" are reports from consumer reporting agencies and may include driving records, criminal records, etc.

For such employment purposes, the School may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An "investigative consumer report" is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the School to obtain consumer reports and/or investigative consumer reports regarding me from time to time for employment purposes.

Signature: _____ Date: _____

Print Name: _____ SSN: _____

Driver's License Number: _____ State: _____

Other Driver's Licenses Held in Past 5 Years: _____

Print Maiden or Other Names Under Which Records May be Listed: _____

Date of Birth (to be used only for proper identification): _____

ARBITRATION AGREEMENT

Now, therefore, for and in consideration of the covenants contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, ("You") and Sayre School ("the School") (collectively, "the Parties") agree as follows:

1. The Parties understand and agree that this Arbitration Agreement shall in all respects be interpreted, enforced and governed under the laws of the Commonwealth of Kentucky without regard to the conflict of laws rules contained therein. The location of the arbitration shall be Fayette County, Kentucky.
2. The Parties agree that any dispute, claim or controversy arising out of any aspect of the recruitment, employment or termination of You or concerning the Parties' relationship shall be submitted to and resolved by binding arbitration in accordance with this Arbitration Agreement. The Parties agree that any claim, dispute, and/or controversy that You may have against the School or its owners, directors, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) or the School may have against You, arising from, related to, or having any relationship or connection whatsoever with Your employment with the School shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act (the "Act").
3. Included within the scope of this Arbitration Agreement are all disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination and harassment, whether they are based on the Kentucky Civil Rights Act, Kentucky Wage and Hour Act, Kentucky Fair Employment Practices Act, Title VII of the Civil Rights Act of 1964, as amended, Fair Labor Standards Act, Age Discrimination in Employment Act, Americans with Disabilities Act or any other state or federal law or regulation), equitable law, or otherwise, with exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the Kentucky Workers' Compensation Law, Kentucky Office of Workers' Claims, or as otherwise required by state or federal law.
4. Any dispute, controversy or claim arising out of, relating to or in connection with this Arbitration Agreement, including the breach, termination or validity thereof, shall be finally resolved by arbitration. The tribunal shall have the power to rule on any challenge to its own jurisdiction or to the validity or enforceability of any portion of the agreement to arbitrate.
5. The parties agree to arbitrate solely on an individual basis, and that this Arbitration Agreement does not permit class arbitration or any claims brought as a plaintiff or class member in any class or representative arbitration proceeding. The arbitral tribunal may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. In the event the prohibition on class arbitration is deemed invalid or unenforceable, then the remaining portions of the arbitration agreement will remain in force.
6. Nothing herein shall prevent You from filing and pursuing proceedings before the Kentucky Commission on Human Rights or the United States Equal Employment Opportunity Commission (although if You choose to pursue a claim following the exhaustion of such administrative remedies, that claim would be subject to the provisions of this Arbitration Agreement). Further, this Arbitration Agreement shall not prevent either You or the School from obtaining provisional remedies to the extent permitted by Kentucky law (either before the commencement of or during the arbitration process), pending final resolution of the dispute pursuant to this Agreement.
7. In addition to any other requirements imposed by law, the arbitrator selected shall be a retired Kentucky Circuit Court Judge, or otherwise qualified individual to whom the parties mutually agree, and shall be subject to disqualification on the same grounds as would apply to a judge of such court. All rules of pleading, all rules of evidence, all rights to resolution of the dispute by means of motions for summary judgment and judgment on the pleadings, shall apply and be observed.
8. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged.

9. As reasonably required to allow full use and benefit of this Arbitration Agreement's modifications to the FAA's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion.
10. You understand and agree to this binding Arbitration Agreement, and both **You and the School give up their respective rights to trial by jury of any claim they may have against each other.**
11. **You agree that You had time to read this Arbitration Agreement before signing, were encouraged to seek counsel regarding same, and agree that You are signing this Arbitration Agreement voluntarily.**
12. This is the entire agreement between You and the School regarding dispute resolution and supersedes any and all prior agreements regarding this issue. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by the Head of the School. Oral representations made before or after You are hired do not alter this Arbitration Agreement.
13. Any conflicting dispute resolution procedures in ERISA or in applicable employee pension benefit plans, profit sharing, or incentive compensation plans are carved out of this Arbitration Agreement.
14. To the extent any provision of this Agreement is found unenforceable, the remaining portions of the Arbitration Agreement will remain in force.
15. **You acknowledge that this Agreement is being entered into in consideration of employment with the School and acknowledge that it is signed knowingly and voluntarily.**

IN WITNESS WHEREOF, and intending to be legally bound hereby, You and the School have executed this Agreement to be effective on the Effective Date specified above.

Your Printed Name

Your Signature

Date

The School by its _____

Date