



Arizona Charter Academy

16025 N. Dysart Road

Surprise, AZ 85374

623-875-5975



APPLICATION FOR EMPLOYMENT

Date _____

PLEASE PRINT

NAME (Last)		(First)	(Middle)	
ADDRESS (Street)		(City)	(State)	(Zip Code)
TELEPHONE NUMBER	CELLULAR PHONE		EMAIL ADDRESS	

Position Applying for _____ Part-time Full-time Substitute

Salary desired _____ Date available to work _____

(Note: In order to be considered for employment, your file must include a completed application, satisfactory background check, and fingerprint clearance card from the Department of Public Safety)

Are you a U.S. Citizen or a Permanent Resident Alien? Yes No

If no, what is your immigration status? _____

How were you referred to the company? _____

Have you ever been employed under another name? Yes (list name _____) No

EDUCATION

	SCHOOL NAME	CITY, STATE	# of years attended	# of credits completed	Degree Received	Major
HIGH						
COLLEGE						
GRADUATE						
OTHER						

EMPLOYMENT HISTORY

List latest job first. Account for all time including paid and non-paid experience.

MOST RECENT POSITION HELD	SALARY	INCLUSIVE DATES TO	NO. OF YRS
COMPANY NAME		TYPE OF BUSINESS	
COMPANY ADDRESS		CITY, STATE, ZIP CODE	
NAME OF SUPERVISOR	PHONE (INCL. AREA CODE)	REASON FOR LEAVING	
DESCRIBE YOUR DUTIES			

PREVIOUS POSITION HELD	SALARY	INCLUSIVE DATES TO	NO. OF YRS
COMPANY NAME		TYPE OF BUSINESS	
COMPANY ADDRESS		CITY, STATE, ZIP CODE	
NAME OF SUPERVISOR	PHONE (INCL. AREA CODE)	REASON FOR LEAVING	
DESCRIBE YOUR DUTIES			

PREVIOUS POSITION HELD	SALARY	INCLUSIVE DATES TO	NO. OF YRS
COMPANY NAME		TYPE OF BUSINESS	
COMPANY ADDRESS		CITY, STATE, ZIP CODE	
NAME OF SUPERVISOR	PHONE (INCL. AREA CODE)	REASON FOR LEAVING	
DESCRIBE YOUR DUTIES			

PREVIOUS POSITION HELD	SALARY	INCLUSIVE DATES TO	NO. OF YRS
COMPANY NAME		TYPE OF BUSINESS	
COMPANY ADDRESS		CITY, STATE, ZIP CODE	
NAME OF SUPERVISOR	PHONE (INCL. AREA CODE)	REASON FOR LEAVING	
DESCRIBE YOUR DUTIES			

FOR PERIODS OF NON-EMPLOYEMENT (FOUR WEEKS OR LONGER), LIST THE DATE AND REASON:

DATE	REASON

Because of the tremendous responsibility Arizona Charter Academy has to its school children and community, the following information is needed from all applicants and employees regarding prior employment and/or criminal history. Answering “yes” to any of the following questions will not necessarily result in denial of employment. The District will consider all circumstance, including the date and nature of the events that led to the actions described below. Your written explanation will assist the District in determining your eligibility, qualifications, and suitability of employment.

Have you ever been convicted of, admitted committing, or are you waiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? “Conviction” means the final judgment on a verdict or finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. You must answer, “yes” even if the matter was later dismissed, deferred, vacated or expunged. If you answer “yes” you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s). Yes No (If “yes,” you must attached an explanation)

Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “yes” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “yes” you must provide the date of termination of employment, the name, address, and telephone number of the employer(s) and a statement of the alleged reasons for termination. Yes No (If “yes,” you must attached an explanation)

Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way be sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “yes,” you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition. Yes No (If “yes”, you must attached an explanation)

Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “yes”, you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you. Yes No (If “yes,” you must attached an explanation)

SKILLS

Languages spoken other than English _____

- | | | | |
|--|---|--|--------------------------------|
| <input type="checkbox"/> Typing, WPM _____ | <input type="checkbox"/> Medical Training | <input type="checkbox"/> Computer Training | <input type="checkbox"/> Music |
| <input type="checkbox"/> First Aid/CPR | <input type="checkbox"/> Drama | <input type="checkbox"/> Coaching (Sports) | <input type="checkbox"/> Other |

List special training or noteworthy achievements and applicable dates:

PROFESSIONAL REFERENCES

Please provide the name, address, and telephone number of three individuals not related to you who can provide information relative to your ability to perform work.

Name	Address	Phone Number

MILITARY SERVICE

Branch of Service	Active Duty Dates	Reserve Status
Service Schools	Specialized Training	

Arizona Charter Academy is an Equal Employment Opportunity Employer and in compliance with the Americans with Disabilities Act (ADA). Arizona Charter Academy does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the employment or in any of its educational programs or in the provisions of benefits and services to students.

PLEASE READ CAREFULLY

MY SIGNATURE INDICATES I understand and agree to all of the conditions listed below:

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate, and complete. I authorize investigation of all the statements in this application including investigation of previous employment experiences and criminal background. I will execute such documents as may be necessary to facilitate this investigation. I understand that agents of Arizona Charter Academy may review any document relevant to this information. I understand that my employment is not finalized until the background investigation has been completed and I understand that falsification or omission of facts on this application will be considered sufficient cause for disqualification or dismissal.

Signature _____ Date _____