

APPLICATION FOR EMPLOYMENT

Instructions for Applicants:

To be considered for employment with Bear Grass Charter School, you must answer **all** questions and complete **all** sections of this application form.

Bear Grass Charter School only hires U.S. citizens or aliens who can prove proof of identity and work authorization within 3 working days of employment.

When completing this application, please make sure you:

- Give complete information on your education and work history (“see resume” is not acceptable).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Provide only the last four digits of your social security number.
- Check for accuracy, sign and date your application.

Thank you for your interest in Bear Grass Charter School. Bear Grass Charter School wants to find the best qualified people available to serve its students. Although everyone who applies cannot be hired, your application will be given every consideration.

EQUAL OPPORTUNITY INFORMATION

It is the policy of Bear Grass Charter School, Inc. to provide equal opportunities for employment and compensation for all persons without regard to race, color, sex, age, religion, national origin, political affiliation, marital status or disability, except where specific sex, age, or physical or mental requirements constitute bona fide and essential occupational qualifications.

APPLICATION FOR EMPLOYMENT					Date of Application	
Personal Information						
Last 4 Digits of Social Security No.	Last Name	First Name	Middle Name			
Address (street number and name)			City	County		
State	Zip Code	Phone (Home or where you can be reached)	Business/Cell			
Email Address:						
Position Information						
Type of work interested in applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time						
Please select the position you are applying for:						
<input type="checkbox"/> Principal <input type="checkbox"/> Assistant Principal <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Staff Position (all other positions)						
<input type="checkbox"/> Teacher (Please provide grade level(s) and subject(s):						
If you are not available for work now, please provide earliest date you could begin work:						
Education Information						
Schools	Name and Location	Dates Attended (month/year)	Grad?	S/Q Hrs.	Major/Minor Course Work	Type of Degree Received
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>			
College(s) University(s)			Yes <input type="checkbox"/> No <input type="checkbox"/>			
College(s) University(s)			Yes <input type="checkbox"/> No <input type="checkbox"/>			
Graduate or Professional			Yes <input type="checkbox"/> No <input type="checkbox"/>			
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>			
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>			
Special Training programs and seminars you have completed in the last 5 years (list):						
If the job(s) applied for calls for specific courses, indicate those courses taken and credit received:						
Membership in professional, honorary, or technical societies(list):				DO NOT COMPLETE THIS BLOCK Degrees and Professional Credentials <input type="checkbox"/> Verified <input type="checkbox"/> Will be verified in 90 days Person Responsible:		

Teacher Licensure/Certification (only if applicable)

If not, do you possess a current alien registration card or Visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If you answered yes to any of the questions above please provide an explanation on an attached sheet of paper.

Work History

Employer:			From:	To:
<input type="checkbox"/> Company	<input type="checkbox"/> Public School	<input type="checkbox"/> Private School	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Address		City	State	Phone
Job Title		Grade Level(s) (if applicable)		Subject(s) (if applicable)
Starting Salary		Ending Salary		No. Supervised By You
List Major Duties and Responsibilities:				
Name of Supervisor		Reason for Leaving		May We Contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:			From:	To:
<input type="checkbox"/> Company	<input type="checkbox"/> Public School	<input type="checkbox"/> Private School	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Address		City	State	Phone
Job Title		Grade Level(s) (if applicable)		Subject(s) (if applicable)
Starting Salary		Ending Salary		No. Supervised By You
List Major Duties and Responsibilities:				
Name of Supervisor		Reason for Leaving		May We Contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:			From:	To:
<input type="checkbox"/> Company	<input type="checkbox"/> Public School	<input type="checkbox"/> Private School	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Address		City	State	Phone
Job Title		Grade Level(s) (if applicable)		Subject(s) (if applicable)
Starting Salary		Ending Salary		No. Supervised By You
List Major Duties and Responsibilities:				
Name of Supervisor		Reason for Leaving		May We Contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No



Employer:			From:	To:
<input type="checkbox"/> Company	<input type="checkbox"/> Public School	<input type="checkbox"/> Private School	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Address		City	State	Phone
Job Title		Grade Level(s) (if applicable)		Subject(s) (if applicable)
Starting Salary		Ending Salary		No. Supervised By You
List Major Duties and Responsibilities:				
Name of Supervisor		Reason for Leaving		May We Contact Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
References				
Please provide a minimum of three references, such as principals and supervisors, who have firsthand knowledge of your professional preparation and competence. Please include their contact information.				
1.				
2.				
3.				
Criminal Background Information / Application Verification				
<p>Bear Grass Charter School requires a criminal background check (may also include fingerprinting) of all applicants prior to employment. I understand and agree that, if offered employment by Bear Grass Charter School, I consent to a criminal background check. I also understand and agree that any failure to comply with, complete, or meet such requirements by me will result in the denial of my employment, the withdrawal of my conditional offer of employment, or discharge as applicable.</p> <p>I have read this information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I authorize Bear Grass Charter School to make an investigation and inquiries of my prior employment history, my qualifications and abilities, my statements in this application, my criminal history/records and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I release Bear Grass Charter School from any and all potential liability arising from such investigation and inquiries of the above information and/or the completion of the above criminal background check (including fingerprinting) requirements.</p> <p>I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it or in my interviews(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, suspension or discharge, as applicable.</p>				
Signature: _____			Date: _____	