



(Revised 11/5/08)

Name					Date		
Address							
City		State		Zip		Phone	
E-mail Address						Are you 18 or older?	

Employment Desired

What position are you applying for:
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Education and Training

High School Yrs. Completed		High School Diploma or Degree	
Post-Secondary Yrs. Completed		Post-Secondary Diploma/Degree	
Post-Secondary Subjects Studied		Trade/Vocational Subjects Studied	
Trade/Vocational Yrs. Completed		Trade/Vocational Diploma/Degree	

Special Certifications/Licenses or Qualifications

List additional skills or training, knowledge, experience, or other relevant qualifications you consider applicable to obtaining the position desired

Do you type?		If yes, words per minute	
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Please list computer programs you are trained in:

College or University Name	Major	Minor	Degree
1.			
2.			

File Folder No.		Year License Expires	
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Are you bi-lingual? _____ If yes, please list what language(s), other than English, that you speak

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Employment History

Employer Name	1.	2.	3.
Employer Address			
Employer Phone			
Supervisor Name			
Supervisor E-mail			
Date of Employment			
Position			
Description of Duties			
Why did you leave your last job?			

References

Name	1.	2.	3.
Address City, State, Zip			
Phone			
E-mail Address			
Years Acquainted			

Criminal Background Information

Have you ever been charged with a misdemeanor or a felony?	
If yes, explain the nature of the charge and the circumstances	
Were you convicted and/or did you plead guilty?	
If yes, give the date, city, state, and county where convicted	

The School will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the School District, and approval by the School Board.

Certification, Acknowledgment and Release

I certify the answers I have given on this application are true and correct to the best of my knowledge. I understand any false or misleading information provided, and any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the Clarkfield Area Charter School.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the School Board and until such approval Clarkfield Area Charter School shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all former employers and references named in this application or any agent of such a former employer, to release to Clarkfield Area Charter School and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that Clarkfield Area Charter School will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below. I hereby release Clarkfield Area Charter School and all former employers and references listed herein and any and all agents acting on behalf of said School, former employers or references, for any and all liability of whatever nature by reason of requesting or providing such information.

I AGREE (yes or no)			
Signature		Date	

Attach additional resume or application letter.