

WILLOW CREEK CHARTER SCHOOL

2100 Willow Creek Prescott, AZ 86301
Phone: (928) 776-1212 Fax: (928) 776-0009
www.willowcreekcharter.com willowcreek@cableone.net

EMPLOYMENT APPLICATION

WILLOW CREEK CHARTER SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

Type of Position Desired:			Date Available:		
Name: Last	First	MI	Social Security Number (Voluntary)	Today's Date	
Other Names Used					
Home Address		City	State	Zip Code	Home Phone
Mailing Address		City	State	Zip Code	Other Phone
Status Of Authorization To Work In The United States? <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Other (List)					
Do You Have A Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No		Driver's License Number	Expiration Date	State Of Issue	

Education: Check highest grade completed				
High School: 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>		Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		GED: <input type="checkbox"/> Yes <input type="checkbox"/> No
College or University Name and Location	Credit Hours		Major	Degree
	Sem	Qtr		

Other Training: Name and address of school(s)		Course of Study	Diploma/Certificate

List Current Licenses/Professional Registration/Certifications/Memberships	
Skills and Abilities	
Languages spoken fluently:	Languages written fluently:
Software packages used proficiently:	
List additional skills, training, or experience that have provided you with the knowledge and abilities for this position:	
Employment History: List current or most recent employer first, then list in chronological order other positions held.	
Employer:	Employment Dates: From: To:
Your Job Title:	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Supervisor:	Title: Phone Number:
Brief description of work:	Starting Salary:
	Ending Salary:
Reason for leaving:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Employer:	Employment Dates: From: To:
Your Job Title:	Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Supervisor:	Title: Phone Number:
Brief description of work:	Starting Salary:
	Ending Salary:
Reason for leaving:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment History Continued		
Employer:		Employment Dates: From: To:
Your Job Title:		Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Supervisor:	Title:	Phone Number:
Brief description of work:		Starting Salary:
		Ending Salary:
Reason for leaving:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

Employer:		Employment Dates: From: To:
Your Job Title:		Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Supervisor:	Title:	Phone Number:
Brief description of work:		Starting Salary:
		Ending Salary:
Reason for leaving:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

Employer:		Employment Dates: From: To:
Your Job Title:		Part-time <input type="checkbox"/> Full-time <input type="checkbox"/>
Supervisor:	Title:	Phone Number:
Brief description of work:		Starting Salary:
		Ending Salary:
Reason for leaving:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

References: Please list the names and telephone numbers of three professional references (co-workers, customers, and/or supervisors other than those listed in Employment History).		
Name	Relationship	Telephone Number

Have you ever been convicted of a felony?* Yes No If yes, give details including charges, dates, and locations. A conviction will not necessarily disqualify an applicant from the position sought.

Details:

*Convicted of a felony means entry of a final judgment on a verdict or a finding of guilty, or a plea on nolo contendere, in a court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, set aside, or otherwise rendered invalid.

PLEASE READ CAREFULLY

Willow Creek Charter School does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status, or sexual orientation. Federal law prohibits discrimination on the basis of age against persons 40 or older. No question on this application is intended to secure information to be used for such discrimination

I authorize Willow Creek Charter School to contact employers both past and present, or any other person or entity that may have knowledge of my conduct, activities, or credentials, in order for, Willow Creek Charter School to determine my eligibility for employment. I understand all information will be maintained and treated by Willow Creek Charter School as confidential.

I certify that, to the best of my knowledge, all information given herewith is true. I understand that any falsification or misrepresentation of facts will be a cause for dismissal if Willow Creek Charter School hires me.

APPLICANT SIGNATURE:

DATE: