

# WILLOW CREEK CHARTER SCHOOL

2100 Willow Creek Prescott, AZ 86301

Phone: (928) 776-1212 Fax: (928) 776-0009

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## EMPLOYMENT/VOLUNTEER APPLICATION

WILLOW CREEK CHARTER SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

Type of Position Desired:			Date Available:		
Name: Last	First	MI	Social Security Number	Today's Date	
Other Names Used					
Address		City	State	Zip Code	Home 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	
Do You Have A Valid AZ Fingerprint Card? <input type="checkbox"/> Yes <input type="checkbox"/> No		Fingerprint Card Number:	Expiration Date	IVP #:	

<b>Education: Check highest grade completed</b>				
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		

<b>List Current Licenses/Professional Registration/Certifications/Memberships</b>				

<b>Skills and Abilities Related to Position:</b>				

<b>Software packages used proficiently:</b>				

Have you ever been convicted of a felony?* <input type="checkbox"/> Yes <input type="checkbox"/> 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.				

<b>Employment History: List current or most recent employer first, then list in chronological order other positions held and/or attach current resume.</b>		
<b>Employer:</b>		<b>Employment Dates:</b> From:                      To:
<b>Your Job Title:</b>		<b>Part-time</b> <input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/>
<b>Supervisor:</b>	<b>Title:</b>	<b>Phone Number:</b>
<b>Brief description of work:</b>		<b>Starting Salary:</b>
		<b>Ending Salary:</b>
<b>Reason for leaving:</b>		<b>May we contact this employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Employer:</b>		
<b>Your Job Title:</b>		<b>Employment Dates:</b> From:                      To:
<b>Supervisor:</b>		<b>Part-time</b> <input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/>
<b>Title:</b>	<b>Phone Number:</b>	
<b>Brief description of work:</b>		<b>Starting Salary:</b>
		<b>Ending Salary:</b>
<b>Reason for leaving:</b>		<b>May we contact this employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>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).</b>		
<b>Name</b>	<b>Relationship</b>	<b>Telephone Number</b>

**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:**