



VISIONS IN EDUCATION CHARTER SCHOOL

4800 Manzanita Avenue, Suite 17, Carmichael, CA 95608
 Telephone: (916) 971-7037 FAX: (916) 971-5590

Employment Application

Title of Position Applying for (Please use exact title from announcement):

APPLICANT INFORMATION

INSTRUCTIONS: Answer all questions completely and accurately. List all relevant work experience; applicants will be selected for an interview which will be based upon the information provided.

Full Name: _____ Date: _____
Last First Middle

Other names used (including maiden name and aliases)

Address: _____
Street Address

City State ZIP Code

Phones: _____
Home Business Cell

E-Mail Address: _____

Additional Employment Data: (if answer to 5 through 8 is "yes", please explain in REMARKS area below.)

- | | | |
|---|------------------------------|-----------------------------|
| 1. May we contact your PAST employers for employment references? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. May we contact your PRESENT employer for employment references? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Would you prefer that we contact your employer ONLY if you are being seriously considered? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. If hired, can you show proof of your eligibility to work in the United States? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Can you perform the essential functions of the job you are applying for, with or without reasonable accommodation? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Are you presently retired or on leave status from any public agency? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Have you ever been discharged or forced to resign for misconduct or unsatisfactory services? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Have you ever been convicted of a crime? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

REMARKS:

If yes, state nature of the crime(s), when & where convicted, and disposition of the case(s).

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

EDUCATION/SKILLS

High School Attended: _____ GED Graduated

Colleges: Please list all college s and universities attended

Name/Location of Each Institution Attended	Dates Attended	Degree or Credential Earned	Major	Minor

If required for the position for which you are applying , do you have a valid CA Driver's License? YES NO Class _____

Special skills, licenses, certificates of training: _____

Computer software used: _____

List Languages, other than English, that you are familiar with:

Language: _____ Read Speak Write Fluent Some

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REFERENCES

Please list professional references with knowledge of your educational or work experience.

Name	Position or Title	Address	Telephone

This section completed by Credentialed/Certificated Applicants

I am willing to accept: Part Time Employment Fulltime Employment Date available for employment: _____

List All Credentials Now Held: (e.g., multiple subject, single subject with area of authorization, administrative):

<i>Credential</i> _____	<i>Expires</i> _____
<i>Original Date of Issuance (Needed for NCLB Compliance)</i> _____	
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<i>Credential</i> _____	<i>Expires</i> _____
<i>Original Date of Issuance (Needed for NCLB Compliance)</i> _____	

Credentials applied for (but not yet received): _____

Application Submittal Date: (date you sent application to the Commission for Teacher Credentialing) _____

Do you have a CLAD authorization? YES NO

Tests you have passed: MSAT/CSET NTE

If you answer "Yes" to any of the questions below, please provide a full explanation in REMARKS below:

- Has your credential ever been suspended or revoked? YES NO
- Have you ever left a regular educational position at any time other than the end of the year? YES NO
- Have you ever been dismissed or asked to resign from a position? YES NO

REMARKS:

In the section below, give a complete statement of your work history. Attach additional sheets if necessary. This information will serve as an indication of your qualifications for the position. For this reason, it is important that you take special care in accurately and completely filling out the application. Please complete the employment application history section even if you attach a resumé. Begin with your most recent employment.

EMPLOYMENT HISTORY

Name and Address of Employer	Job Title and Description of Duties	Employment Dates
Name:	Title:	From:
Street:	Duties:	To:
City/State/ZIP:		Reason for Leaving:
Phone:		
Supervisor:		
Type of Business:		
Name:	Title:	From:
Street:	Duties:	To:
City/State/ZIP:		Reason for Leaving:
Phone:		
Supervisor:		
Type of Business:		
Name:	Title:	From:
Street:	Duties:	To:
City/State/ZIP:		Reason for Leaving:
Phone:		
Supervisor:		
Type of Business:		
Name:	Title:	From:
Street:	Duties:	To:
City/State/ZIP:		Reason for Leaving:
Phone:		
Supervisor:		
Type of Business:		
Name:	Title:	From:
Street:	Duties:	To:
City/State/ZIP:		Reason for Leaving:
Phone:		
Supervisor:		
Type of Business:		

I certify that all information on this application is true, accurate and complete to the best of my knowledge. I understand and agree that any misstatements, omissions, or falsifications of material fact herein, may cause forfeiture of all rights, terms, conditions and privileges of employment with Visions In Education.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's Executive Director.

I authorize Visions In Education to contact the references I have listed to verify the application information provided. I release from liability persons and organizations reporting information required by this application. I understand that if I am selected for a position, that as part of the pre-employment processing, I will be fingerprinted. I further understand that a fingerprint clearance must be received prior to employment.

Signature : _____ **Date:** _____

Visions In Education Charter School is an equal opportunity/affirmative action employer and does not discriminate based on age, sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, medical condition, or any other unlawful consideration.