

## EMPLOYMENT APPLICATION

**Applicants and employees are treated without regard to race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender, marital status, familial status, sexual orientation, gender identity or expression or domestic partnership status.**

**(PLEASE PRINT)**

Date of Application \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Site Coordinator	Lead Teacher	Teacher Tutor	Paraprofessional			
Days Available	M	T	W	Th	F	Sat. (if applicable)

**NAME** \_\_\_\_\_ **PHONE ( )** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

(Street) (City, State, Zip)

**SOCIAL SECURITY #** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (optional, at time of application)

Are you legally eligible for employment in the United States?	Yes	No
Do you have any pending criminal charges filed against you?	Yes	No
Have you been convicted of a crime?	Yes	No

(Conviction will not necessarily disqualify applicant from consideration of employment. A fingerprint based background check is required for employment.)

If Yes, explain \_\_\_\_\_

Give name, address and telephone number of three references who are not related to you.

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EDUCATION**

College/University	Location	Course of Study	# Yrs	Were you graduated?	Degree
				Yes No	
				Yes No	
				Yes No	
				Yes No	

**TEACHING/ADMINISTRATIVE CERTIFICATION**

Certification(s)/Certificates	Date Issued	Subject/Grade(s)

**EMPLOYMENT EXPERIENCE**

**Please give accurate and complete full-time and part-time employment record.** Please start with your present or most recent employer. Include military service assignments. Please feel free to attach a resume or any additional information if needed.

1. Current School: \_\_\_\_\_ District: \_\_\_\_\_

Company Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ End Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.

School/Company: \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ End Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3.

School/Company: \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ End Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4.

School/Company: \_\_\_\_\_ Start Date: \_\_\_\_\_

Address: \_\_\_\_\_ End Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other than English, what languages do you speak  
fluently?

\_\_\_\_\_  
\_\_\_\_\_

Other than English, what languages do you write?

\_\_\_\_\_  
\_\_\_\_\_

Special Skills and Qualifications: Please list any additional information you feel may be helpful to us in considering your application (e.g. professional/trade, civic activities, offices held, relevant skills, training, licenses, volunteer activities, etc.)

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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and completed to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be, a contract of employment. I understand that Encore Educational Institute conducts fingerprint-based background checks for new hires. I authorize Encore Educational Institute or their chosen vendor to exchange criminal history and fingerprint information with various criminal justice agencies. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

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Signature

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Date