



EMPLOYMENT APPLICATION

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

PERSONAL INFORMATION

Applicant Name: _____ Date: _____

Address: _____

Telephone #: _____ Social Security #: _____

Email address: _____

Position of Interest: _____ Full-time _____ Part-time _____

First Date of Availability: _____

Salary Expectations: _____

Are you able to meet the attendance requirements? Yes _____ No _____

Do you have any objection to working overtime if necessary? Yes _____ No _____

Have you ever been previously employed by our organization? Yes _____ No _____

Can you submit proof of legal employment authorization and identity? Yes _____ No _____

If you are under 18, can you furnish a work permit if it is required? Yes _____ No _____

Have you ever been convicted of a crime (including misdemeanors)? Yes _____ No _____

If yes, please explain (a conviction will not automatically bar employment): _____

Are you willing to submit to a criminal background check? Yes _____ No _____

Are you a U. S. citizen? Yes _____ No _____ If no, what type of visa do you now have? _____

How were you referred to us? _____

EDUCATIONAL HISTORY * Attach transcripts (official preferred)

	Name of School	Location	Dates of Attendance	Course of Study*	Degree or credential received and date
High School					
College/ University					
College/ University					
Graduate School					

PROFESSIONAL LICENSES AND CERTIFICATIONS **Attach a copy of license/certification

Type of license/certification	Endorsements/Certifications**	Issuing Authority	Expiration Date

EMPLOYMENT HISTORY

Please provide all employment information for your past four employers beginning with the most recent.

Employer: _____ Position Held: _____
 Address: _____ Telephone #: _____
 Immediate Supervisor and Title: _____
 Date Employed: from _____ to _____ Salary: _____
 Job Summary: _____
 Reason for Leaving: _____

Employer: _____ Position Held: _____
 Address: _____ Telephone #: _____
 Immediate Supervisor and Title: _____
 Date Employed: from _____ to _____ Salary: _____
 Job Summary: _____
 Reason for Leaving: _____

Employer: _____ Position Held: _____
 Address: _____ Telephone #: _____
 Immediate Supervisor and Title: _____
 Date Employed: from _____ to _____ Salary: _____
 Job Summary: _____
 Reason for Leaving: _____

Employer: _____ Position Held: _____
 Address: _____ Telephone #: _____
 Immediate Supervisor and Title: _____
 Date Employed: from _____ to _____ Salary: _____
 Job Summary: _____
 Reason for Leaving: _____

PROFESSIONAL REFERENCES

Name	Telephone Number	Years Known
------	------------------	-------------

Name	Telephone Number	Years Known
------	------------------	-------------

Name	Telephone Number	Years Known
------	------------------	-------------

CERTIFICATIONS

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Should I become an employee of Ascend/Navigator Pointe Academy, I will abide by their established terms and policies and conduct myself in an ethical and legal manner.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____

