

CITY HEIGHTS PREP

CHARTER SCHOOL

Employment Application

Name _____ SSN _____
Last First Middle

Address _____
Street City State Zip

Home Phone(_____) _____ Work Phone (_____) _____

Cell Phone (_____) _____ Email _____

Alias/AKA _____

Position Applying For _____

Why are you applying for work at City Heights Prep? _____

Annual Salary Requirement _____

Do you speak any languages other than English? (Please list) _____

Do you write in any languages other than English? (Please list) _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

If no, describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodations measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been dismissed or asked to resign from any position? Yes No

If yes, please explain below:

Education and Training

High School _____ Did you graduate? _____

Address _____
Street City State Zip

College/University (Undergraduate) _____

Address _____
Street City State Zip

Dates attended _____

Did you graduate? _____ Major _____ Degree _____

College/University (Graduate) _____

Address _____
Street City State Zip

Dates attended _____

Did you graduate? _____ Major _____ Degree _____

Total Number of Graduate Credits _____

Vocational Training _____

Address _____
Street City State Zip

Dates attended _____

Did you graduate? _____ Major _____ Degree _____

Other Training _____

(if additional space need attached separate page)

Address _____
Street City State Zip

Dates attended _____

Did you graduate? _____ Major _____ Degree _____

Credentialing or Certifications

Type Subject (if applicable) Grades (if applicable) Expiration Date

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Have you passed the CSET? _____ Are you CLAD/BCLAD certified? _____

Employment History

(include for previous 5 years and explain periods when not employed)

Current Employer _____ **Current Position** _____

Address _____
Street City State Zip

Are you presently under contract? _____ Date available _____

Start Date _____ End Date _____

Reason for leaving? _____

Current Supervisor _____ Date we may contact _____

Phone () _____ Email _____

Previous Employer 1 _____ **Position** _____

Address _____
Street City State Zip

Start Date _____ End Date _____

Reason for leaving? _____

Current Supervisor _____ Date we may contact _____

Phone () _____ Email _____

Previous Employer 2 _____ **Position** _____

Address _____
Street City State Zip

Start Date _____ End Date _____

Reason for leaving? _____

Current Supervisor _____ Date we may contact _____

Phone () _____ Email _____

Previous Employer 3 _____ **Position** _____

Address _____
Street City State Zip

Start Date _____ End Date _____

Reason for leaving? _____

Current Supervisor _____ Date we may contact _____

Phone () _____ Email _____

Attached additional pages if needed to cover previous 5 years of employment history

References

List three persons not related to you who have knowledge of your work performance within the last three years.

Name _____ Phone Number (_____)
First Last
 Address _____
Street City State Zip
 Occupation _____ # of Years Acquainted _____

Name _____ Phone Number (_____)
First Last
 Address _____
Street City State Zip
 Occupation _____ # of Years Acquainted _____

Name _____ Phone Number (_____)
First Last
 Address _____
Street City State Zip
 Occupation _____ # of Years Acquainted _____

Legal Information

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies.

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. *(Note: Exclude convictions for marijuana-related offenses more than two years old.)* Yes No

If Yes, list all convictions including but not limited to convictions for "driving under the influence" and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of convictions. Included any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c).

City Heights Prep does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made.

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize CITY HEIGHTS PREP CHARTER SCHOOL to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to CITY HEIGHTS PREP CHARTER SCHOOL any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release CITY HEIGHTS PREP CHARTER SCHOOL, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and CITY HEIGHTS PREP CHARTER SCHOOL. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or CITY HEIGHTS PREP, and that no promises or representations contrary to the foregoing are binding on CITY HEIGHTS PREP unless made in writing and signed by me and CITY HEIGHTS PREP's designated representative.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by CITY HEIGHTS PREP, I am entitled to copies of any such public records obtained by CITY HEIGHTS PREP unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Initials I understand, that should CITY HEIGHT PREP CHARTER SCHOOL offer me employment, such offer of employment is contingent upon verification of fingerprint clearance through the San Diego County Office of Education's Fingerprinting Services and upon me providing current documentation of a tuberculosis test/screening prior to my first day of work.

I hereby certify that the statements above are true and complete to the best of my knowledge.

Signature

Date