



Classified Personnel Application

Compass Public Charter School is committed to providing equal employment opportunities for all persons without regard to race, creed, color, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and Compass complies with the requirements and objectives of applicable state and federal laws.

Personal Contact Information

First Name Initial Last Name

Address:

Current Number and Street City State Zip Code

Permanent Address Home Telephone Number

Email Address Cell Phone Number

Have you ever been terminated or resigned from a school district? ___Yes ___No If yes, what school site and position? _____

Have you ever used another name? ___Yes ___No If yes, please state here: _____

Position Information

Title of position applying for (please be specific): _____ Full time___ Part time___ Either___

What is your probable availability date? _____

Computer Experience

List all computer software you can successfully operate: _____

For what computer software have you received training: _____

Other Qualifications

Typing (WPM) _____ Do you hold a license or certificate which pertains to the position you are applying for? Yes___ No___ If yes, describe: _____

Please explain any gaps I employment or provide any additional information pertinent to the job for which you are applying: _____

Classified Applicant Employment History (List most recent first)

Employer:	Location: (City & State)	Dates of Employment
Position:	Supervisor:	Phone:
Duties:		
Reason for leaving:		
May we call this employer? Yes or No (circle response)		
Employer:	Location: (City & State)	Dates of Employment
Position:	Supervisor:	Phone:
Duties:		
Reason for leaving:		
May we call this employer? Yes or No (circle response)		
Employer:	Location: (City & State)	Dates of Employment
Position:	Supervisor:	Phone:
Duties:		
Reason for leaving:		
May we call this employer? Yes or No (circle response)		

Education

High School	Location	Did you receive a diploma?	
		Yes No (circle one)	
College or University	Location	Dates	Degree

References

List references capable of assessing your ability to perform the work for which you are applying.

Reference One: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

Reference Two: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

Reference Three: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

Legal Information

Have you ever resigned and/or been dismissed from a position, whether employment or otherwise, because you were accused of an incident of sexual misconduct or harassment of a person under the age of 18 years? Yes___ No___ If yes, a written explanation is required.

Have you ever been convicted of any crime? (Traffic infractions and motor vehicle violations classified as misdemeanors or felonies must be included) Yes___ No___ If yes, give the date, place, nature of offences, and circumstances in box below. Include all guilty pleas, withheld judgments, pleas of nolo contendere, and other convictions.

Date	Location	Conviction	Disposition

It is your responsibility to determine the nature of your criminal record. Failure to include any criminal convictions will be considered a deliberate misrepresentation and may result in dismissal. A conviction will not automatically disqualify the applicant from the job applied for. The seriousness of the crime and the date of the conviction will be considered.

Compass Public Charter School will treat answers to the questions above as confidential and no disclosure will be made without the applicant's permission.

I hereby authorize Compass Public Charter School 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 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.

I understand that Compass Public Charter School does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

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.

If I am hired, I understand I will have a criminal records check to be conducted through the Department of Law Enforcement. This check requires fingerprinting of the new employees. There will also be a screening completed through the Central Sex Offender Registry of Idaho.

I understand that I am free to resign at any time, with or without cause, and without prior notice, and Compass Public Charter School 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 a contract for employment for any specified period or definite duration. I agree to abide by all its applicable policies and procedures. My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions in this document.

Date _____ Signature of Applicant _____

Mail Completed Application to:

Compass Public Charter School
2511 W. Cherry Ln.
Meridian, ID 83642