

FOUNDATIONS ACADEMY

Management Employment Application

Equal Opportunity Employer
Foundations Academy is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, national origin, age, citizenship status, veteran status, disability (except where a reasonable bona fide occupational qualification exists), or any other characteristic prohibited by law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Are you a citizen of the United States and/or are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for Foundations Academy?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a crime?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	
Are you related to any employees of Foundations Academy?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	
Are you at least 18 years of age?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Do you have reliable transportation?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Foundations Academy prohibits smoking anywhere on school property. Could you comply with this policy? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Foundations Academy strictly prohibits the use of illegal drugs and may subject employees to periodic drug testing. Please check one: I certify that I ___DO___DO NOT use illegal drugs.			
What position are you applying for? <input type="checkbox"/> Director <input type="checkbox"/> Assistant Director <input type="checkbox"/> Curriculum Coordinator <input type="checkbox"/> Other			

EDUCATION			
High School	City, State		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College	City, State		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Certifications /Other			

REFERENCES*Please list three professional references.*

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT: LIST MOST RECENT FIRST

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Rate yourself on the following two questions using the scale below.

Rating			
1 - Inexperienced	2 - Slightly experienced	3 - Fairly experienced	4 - Very experienced

1. How would you rate yourself as a computer user in general? _____
2. Rate your experience with each program.

Program	Rating
Microsoft Windows	
Microsoft Word	
Microsoft Access	
Microsoft PowerPoint	
Microsoft Excel	
Microsoft Outlook	
Other e-mail Program	
Internet Explorer	
Other Browser Software	
Other Word Processor	
Other Spreadsheet	
Other Database	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
I understand that in connection with my application for employment, an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report.	
I further understand that my Criminal Records Check will be sent in on the date of hire and my employment may be terminated if my records check is not in compliance with State and Child Care standards. I also understand that my previous employment and my personal references will be checked.	
Signature	Date