

# EMPLOYMENT APPLICATION

Please complete all questions, marking N/A if not applicable. Attach your Resume. Your resume becomes part of this application. Applications are retained on file for one (1) year. If you require an accommodation to complete this application; or during the interview process, please notify the Human Resources Department (Business Manager).  
*Equal Opportunity Employer.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name M.I.

\_\_\_\_\_  
Complete Street Address

\_\_\_\_\_  
City, State, Zip

( ) ( )  
Cell Number Other Number

\_\_\_\_\_  
E-mail Address

If hired, can you provide proof that you are a US citizen or are legally permitted to work in the US? ☐Yes ☐No

\_\_\_\_\_  
Date available to start work

\_\_\_\_\_  
Salary Desired

Teachers Only:

Do you hold a valid Utah Teacher's Certification? ☐Yes ☐No

If yes, type of certification: \_\_\_\_\_

Do you hold a valid Utah Administrator's Cert.? ☐Yes ☐No

\_\_\_\_\_  
List other state licenses held or other states' licenses if applicable (i.e. Teaching Certificate in Idaho, etc.)

\_\_\_\_\_  
Please list any State approved endorsements

Have you ever had a professional license suspended or revoked?

☐Yes ☐No Explain: \_\_\_\_\_

Are you proficient in:

☐Windows XP or 7 ☐Mac OSX ☐MS Office ☐e-mail  
☐the Internet ☐PowerSchool ☐Utah's SIS 2000+

Have you been convicted of any crime, other than minor traffic violations? ☐Yes ☐No Have you been the subject of an investigation or administrative action (*licensed educators only*)? ☐Yes ☐No  
(*please provide details*)

\_\_\_\_\_  
Applying for: ☐Elementary (K-5) ☐Middle school (6-8)  
☐Full Time ☐Part Time

☐Teacher— List Subject(s): \_\_\_\_\_

☐Instructor

☐Other Position: \_\_\_\_\_

\_\_\_\_\_  
Hours Available:

## Undergraduate Education

\_\_\_\_\_  
(1) College or University Name

\_\_\_\_\_  
Address, City, ST, Zip

\_\_\_\_\_  
Dates Attended Degree Received

\_\_\_\_\_  
(2) College or University Name

\_\_\_\_\_  
Address, City, ST, Zip

\_\_\_\_\_  
Dates Attended Degree Received

\_\_\_\_\_  
(3) College or University Name

\_\_\_\_\_  
Address, City, ST, Zip

\_\_\_\_\_  
Dates Attended Degree Received

## Postgraduate Education

\_\_\_\_\_  
(1) College or University Name

\_\_\_\_\_  
Address, City, ST, Zip

\_\_\_\_\_  
Dates Attended Degree Received

\_\_\_\_\_  
(2) College or University Name

\_\_\_\_\_  
Address, City, ST, Zip

\_\_\_\_\_  
Dates Attended Degree Received

## Other Education, Training or Honors

\_\_\_\_\_  
Published Works (*include dates*)

# EMPLOYMENT APPLICATION

## Three Personal References

Name	( )	Relationship to You
City, State	Phone	Years Known
Name	( )	Relationship to You
City, State	Phone	Years Known
Name	( )	Relationship to You
City, State	Phone	Years Known

## Certifications

I understand and agree that this application does not guarantee employment and is not a contract. I understand that if the school makes an employment offer, acceptance of employment is not a contract of employment for a specified term. This application does not create any expectation of employment or continued employment. I understand that the school employee/employer relationship is an at-will relationship and can be terminated by either party at any time, with or without cause, and with or without notice. I understand that the Human Resources Department will make all formal offers of employee compensation and/or benefits. I understand that any handbooks, manuals, policies and procedures maintained by the school are not contractual in nature, and therefore may be waived, suspended, amended or abolished at the sole discretion of the school at any time. Should I become an employee of the school, I will abide by the terms of the school's policies, which are subject to change or amendment and will conduct myself in an ethical and legal manner. I will, in addition, obey all of the laws of the United States, the State of Utah and of all localities where the school operates.

I both understand and do authorize the school to perform a Criminal Background Check on me and to make such investigations and inquiries of my references, criminal, personal, social and employment histories; and other related matters as may be necessary in arriving at an employment decision or to qualify for and upon employment. I hereby release the school, former employers and any other persons from any and all liability in regards to discussing and/or releasing information in connection with the school's due diligence efforts regarding my employment application and related paperwork. If I am offered and choose to accept employment with the school, I understand I will be required to demonstrate within three (3) days that I am legally permitted to work in the United States. Failure to provide evidence of Employment Eligibility Verification will result in termination of employment.

I certify that the information furnished herein was completed by me and that all supporting documents and my Resume (if included) are true and complete to the best of my knowledge. I understand that any omission or misrepresentation of material facts on any record or document submitted for employment will constitute grounds for denial of employment or immediate termination of employment regardless of the timing of discovery.

## Equal Employment Opportunity (EEO) Policy Statement

**It is the policy of the school to promote equal employment opportunities. The school is an equal opportunity employer. The school will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, sex, religion, national origin, disability, veteran status, age, marital status, or any other group protected by law.**

*I have read and understand the Certifications.* ☐ (check box).

Print Name	Date
Signature	Total number of pages attached: _____

## Employment History *(please list most recent position first)*

( )	Phone
(1) Employer Name	Phone
Name & title of direct supervisor May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address, City, State, Zip	
Date Employed (MO/YR)	from to
Position (position, grades, subjects taught if education)	
Starting and Ending Salary	
Additional Compensation <i>(Incentive Pay, Bonuses, etc.)</i>	
Reason for Leaving <i>(please be specific)</i>	
( )	Phone
(2) Employer Name	Phone
Name & title of direct supervisor May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address, City, State, Zip	
Date Employed (MO/YR)	from to
Position (position, grades, subjects taught if education)	
Starting and Ending Salary	
Additional Compensation <i>(Incentive Pay, Bonuses, etc.)</i>	
Reason for Leaving <i>(please be specific)</i>	
( )	Phone
(3) Employer Name	Phone
Name & title of direct supervisor May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address, City, State, Zip	
Date Employed (MO/YR)	from to
Position (position, grades, subjects taught if education)	
Starting and Ending Salary	
Additional Compensation <i>(Incentive Pay, Bonuses, etc.)</i>	
Reason for Leaving <i>(please be specific)</i>	