



www.cdacharter.org

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Application for Employment

Name and Address:			
Name (First, MI, Last)			
Present Address			
City, State, Zip			
How long have you resided at this address:		Social Security Number:	
Phone:		Email:	
If under 18, please list age:			
Employment desired: ☐ Full-time Only ☐ Part-Time Only ☐ Full or Part-Time			
Position applied for and salary desired (be specific):		Days/hours available to work:	
(1)		No Preference:	Wednesday:
(2)		Monday:	Thursday:
		Tuesday:	Friday:
Have you ever applied to Coeur d'Alene Charter Academy before?	☐ Yes	☐ No	If yes, when?
Have you ever been convicted of a crime?	☐ Yes	☐ No	
If yes, explain number of conviction(s), nature of offense(s) leading to conviction, how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation:			

Education

Include education in college, university and at other institutions for which college/university credit was received.

Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School				
College				
Business or Trade School				
Professional School				

Work Experience:

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer:		Name of last supervisor	Employment dates	Pay or salary
Address:			From:	Start:
City, State Zip:			To:	Final:
Phone:		Your last job title:		

Reason for leaving (be specific):

List the positions you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.

Name of Employer: Address: City, State Zip: Phone:		Name of last supervisor	Employment dates	Pay or salary
			From:	Start:
			To:	Final:
		Your last job title:		
Reason for leaving (be specific):				
List the positions you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.				
Name of Employer: Address: City, State Zip: Phone:		Name of last supervisor	Employment dates	Pay or salary
			From:	Start:
			To:	Final:
		Your last job title:		
Reason for leaving (be specific):				
List the positions you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.				
Name of Employer: Address: City, State Zip: Phone:		Name of last supervisor	Employment dates	Pay or salary
			From:	Start:
			To:	Final:
		Your last job title:		
Reason for leaving (be specific):				
List the positions you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer.				

Personal Data		
May we contact your present employer?	☐ Yes	☐ No
Which of these jobs do you like the best?		
What did you like the most about this job?		
Have you ever been a certified teacher, in any state, and had your certification revoked?	☐ Yes	☐ No
If yes, please list the state(s) and the year certification was revoked and reason:		
Current References		
<i>Please list two references</i>		
Name	Position/Company	Phone
1.		
2.		

I understand and affirm that: (1) the statements included in this application are complete, true, and correct; (2) I authorize Coeur d'Alene Charter Academy to receive any and all information concerning myself contained within the files of the Federal Bureau of Investigation through the fingerprint background process; (3) any contract issued to an administrator is conditioned upon the administrator having an Idaho Education Certificate valid for the whole of the period of service covered by the contract and for the primary responsibilities of the position; and, (4) any false statement made knowingly in this application shall constitute sufficient grounds for non hire or voiding, at the discretion of the Board of Directors, any contract issued to the administrator.

I hereby authorize Coeur d'Alene Charter Academy (the "Academy") or any designated officer, employee, agent, or representative to confer with the references provided in this application. I understand that the Academy may ask my references questions about my educational background, work experience, achievements, wage history, performance, attendance, and reason for separation from former employment. I expressly authorize my references to answer such questions. I understand that any information provided by my references will be used solely for the purpose of determining my acceptability for employment with the Company.

Signature of Applicant_____

Date_____

COEUR D'ALENE CHARTER ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.