



APPLICATION PACKET FOR ADMINISTRATION EMPLOYMENT

Thank you for inquiring about employment with the Coeur d'Alene Charter Academy. The materials enclosed represent the first step in the employment process. This process includes the following four steps:

1. Completion and submission of the application packet
2. Initial interviews (One or more interviews with the Principal & Business Manager)
3. Review by the Board of Directors of the recommendation for hire
4. Offer of employment, contract signing and new employee material packet processing

Applicants will proceed through these steps as determined by the Principal. You will not be notified of your status within these steps unless you proceed through the entire process. If you would like to know the status of your application, please call us.

Additional information about the Academy can be found on our website at www.cdacharter.org. Please keep this packet in the following order and do not submit it until the packet is fully completed:

- ☐ Employment Application
- ☐ Statement of Philosophy Resume
- ☐ Three Letters of Recommendation
- ☐ Copies of College Transcripts (originals will be required upon hiring)
- ☐ Copy of Certificate (candidates without certification must be able to complete the required state certification process)

Submit Application to:
Coeur d'Alene Charter Academy
Attn: Human Resources
4904 N Duncan Drive
Coeur d'Alene, ID 83815

Email: apply@cdacharter.org

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.

Name and Address:		
Name (First, MI, Last)		
Mailing Address		
City, State, Zip		
Phone	Email	
Professional Conduct		
Have you ever had a diploma, credential or license denied, revoked or suspended?	☐ Yes	☐ No
If Yes, please explain:		
Have you ever failed or refused to fulfill an agreement of employment entered into by you with any public agency?	☐ Yes	☐ No
If Yes, please explain:		
Have you ever been dismissed, suspended, placed on probation, or resigned in lieu of an investigation or other disciplinary action from any position for immoral or unprofessional conduct, or for unfitness for service?	☐ Yes	☐ No
If Yes, please explain:		
Have you ever been dismissed, suspended, placed on probation, or resigned in lieu of an investigation or other disciplinary action from any position for persistent defiance of, or refusal to obey the laws and regulations of the institution or agency?	☐ Yes	☐ No
If Yes, please explain:		
Have you ever been convicted of a felony	☐ Yes	☐ No
If Yes, please explain:		

Contracted Experience

Provide ALL experience that required your administrator credential and that was under a contract. List most recent experience first.

Name, Address, and phone number of all School Experience	Years From-To	No. of Years	Positions Held
	Total Years		

Non-Contracted/Other Employment Experience

Provide All experience to include: substituting, non-accredited school(s), student teaching, etc. List most recent experience first

Name, Address, and phone number of all School Experience	Years From-To	No. of Years	Positions Held

Education

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

Name and Location of Institution	Degree and Date of College Degree	Semester Credits	Major	Minor

Publications:

Include Title of post-graduate thesis, dissertation, and/or published articles

Experience in Coaching or Advising

Include years of experience in each area

	Years of Experience

Certification/Personal Data		
List the State(s) and the name of the valid Certificate/License(s) held and expiration date(s) Enclose a copy with application:		List the endorsement(s) on the valid Certificate(s)
If you do not hold a valid Idaho Education Certificate, have you submitted an application with the Idaho State Department of Education?		☐ Yes ☐ No
If so, on what date?		
Have you received an evaluation of your application for Idaho Certification?		☐ Yes ☐ No
If so, what deficiencies, if any, were listed by the State Department of Education?		
Current References <i>Please fill out all six references</i>		
Most Recent Supervisor	Position	Phone
1.		
2.		
Other Professional References	Position	Phone
1.		
2.		
Personal References	Relationship	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 _____