



# Application for Employment

**An Equal Opportunity Employer**

*Twin Peaks Charter Academy does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

**As part of the application process, TPCA may conduct background checks on applicants.**

<b>— PLEASE TYPE OR PRINT IN INK —</b>		Today's Date	
Name		Social Security Number (optional)	
Address		How Long?	
City	State	Zip Code	
Daytime Telephone (       )	Home Telephone (       )		
Position for which you are applying			
Check the following options you would consider <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		If part time, specify hours or days	What is your minimum salary requirement?
Do you have any commitments to another employer that might affect your employment with us?			Date available for work

## EDUCATION & TRAINING

	SCHOOL NAME	CITY AND STATE	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No

List any other education, training, special skills or certificates/licenses that you possess related to the job.

List any machines, equipment or software programs on which you are qualified and experienced in operating.

List any languages that you speak fluently: \_\_\_\_\_ Read/write: \_\_\_\_\_

Do you have a valid driver's license in this state?  Yes    No

Military Experience?  Yes    No   If Yes, what branch? \_\_\_\_\_ Rank at separation \_\_\_\_\_

## GENERAL INFORMATION

Can you, after employment, submit verification of your legal right to work in the United States?  Yes    No

Are you 16 years old or over? If under 18, state age \_\_\_\_\_ .  Yes    No

Can you perform the essential functions of the job?  Yes    No

Do you require any accommodation to perform the essential functions of the job?  
If Yes, explain: \_\_\_\_\_  Yes    No

Name \_\_\_\_\_

Twin Peaks Charter Academy

**EMPLOYMENT HISTORY**

List all work experience beginning with the present or most recent job (use back of application, if necessary).

<b>MOST RECENT JOB HELD</b>	Name of Employer		Type of Business	
	Address	City	State	Zip Code
	Dates Employed (from-to)		Title	
	Name and Title of Supervisor		Telephone Number ( )	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties			
	Reason for Leaving		Last Salary \$	

<b>PREVIOUS EMPLOYMENT</b>	Name of Employer		Type of Business	
	Address	City	State	Zip Code
	Dates Employed (from-to)		Title	
	Name and Title of Supervisor		Telephone Number ( )	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties			
	Reason for Leaving		Last Salary \$	

<b>PREVIOUS EMPLOYMENT</b>	Name of Employer		Type of Business	
	Address	City	State	Zip Code
	Dates Employed (from-to)		Title	
	Name and Title of Supervisor		Telephone Number ( )	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties			
	Reason for Leaving		Last Salary \$	

Name \_\_\_\_\_

Twin Peaks Charter Academy

**EMPLOYMENT HISTORY (CONT.)**

<b>PREVIOUS EMPLOYMENT</b>	Name of Employer		Type of Business	
	Address	City	State	Zip Code
	Dates Employed (from-to)		Title	
	Name and Title of Supervisor		Telephone Number (      )	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties			
	Reason for Leaving		Last Salary \$	

<b>PREVIOUS EMPLOYMENT</b>	Name of Employer		Type of Business	
	Address	City	State	Zip Code
	Dates Employed (from-to)		Title	
	Name and Title of Supervisor		Telephone Number (      )	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties			
	Reason for Leaving		Last Salary \$	

<b>PREVIOUS EMPLOYMENT</b>	Name of Employer		Type of Business	
	Address	City	State	Zip Code
	Dates Employed (from-to)		Title	
	Name and Title of Supervisor		Telephone Number (      )	
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
	Brief Description of Duties			
	Reason for Leaving		Last Salary \$	

Name \_\_\_\_\_

Twin Peaks Charter Academy

**BUSINESS REFERENCES**

(List three employment references, known to you for at least three years.)

NAME	OCCUPATION / ASSOCIATION	TELEPHONE
1.		(    )
2.		(    )
3.		(    )

**Person to be notified in case of emergency:**

Name	Telephone (    )
Address	

**ADDITIONAL INFORMATION**

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. (You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.)

Name \_\_\_\_\_

Twin Peaks Charter Academy

**CRIMINAL RECORD INFORMATION**

**All Applicants:** Exclude any records expunged, annulled, sealed, or discharged under first-offender law.

**Massachusetts Applicants:** An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services, which did not result in a complaint transferred to the superior court for criminal prosecution. The applicant may exclude a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. The applicant may exclude any convictions of misdemeanors, which are more than five years old.

**California Applicants:** You may exclude convictions for possession of small amounts of marijuana if such convictions are more than two years old.

**Hawaii Applicants:** Do NOT answer the criminal record questions.

Have you been convicted of any law violations? Include any plea of "guilty" or "no contest". (Exclude minor traffic violations.)

If yes, describe: \_\_\_\_\_

(A conviction will not necessarily disqualify an applicant for employment.)

Yes  No

Are criminal charges now pending against you?

If yes, describe: \_\_\_\_\_

Yes  No

**Affidavit, Consent and Release**

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_

Date \_\_\_\_\_



## Affirmative Action Information

### An Equal Opportunity Employer

*It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under E.O. 11246 we invite all applicants to identify themselves as indicated below.*

Completion of this form is VOLUNTARY and in no way affects the hiring decision regarding your application for employment. This form is CONFIDENTIAL and will MAINTAINED SEPARATELY from your application form.

### Please Print

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Position Applied for (List one position only): \_\_\_\_\_

### What is your race/ethnic Origin?

*(You may mark one or more of the following)*

**White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Native American Indian or Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Black or African American** – A person having origins in any of the black racial groups of Africa

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

### What is your Gender?

**Male**

**Female**



**Release Authorization  
To Be Completed By All Applicants**

As part of its employment screening and selection procedures, **Twin Peaks Charter Academy**. (the “TPCA”) requires a background and reference check for its employees and prospective employees. The objective of the investigation is to verify the accuracy of the information provided through the application process, to check references and identify other factors that might be relevant to the TPCA’s employment requirements. Prior to being hired and during the course of your employment, if hired, the TPCA may obtain a consumer report and/or an investigative consumer report about you for employment purposes (the “Report”). This Report may include, but is not limited to: Department of Motor Vehicles, **current and former employers**, credit reporting agencies, military records, **school records**, professional and personal references, **criminal conviction records**, information regarding your character, experience, work habits, previous job performance, and the **reasons for termination at previous places of employment**

Please print full name:	Last	First	Middle
Please print other names you have used:	Last	First	Middle
Your Address			
City	State	Zip	
Social Security Number		Date of Birth	
Driver’s License Number		State Issuing License	

**I CONSENT TO THIS RELEASE AUTHORIZATION.**

Signature	Date
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\_\_\_\_\_ Initial here if you would like to be furnished a copy of your Consumer Report to the extent one is requested.

***THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES SEPARATE FROM PERSONNEL RECORDS.***