



HERITAGE ACADEMY GENERAL JOB APPLICATION

Thank you for your interest in Heritage Academy. Please fill out the following application as completely as possible.

Please e-mail Cheryl Kary with questions.

POSITIONS

Please enter the position in which you are applying for or which interests you:

Please enter comments or position preferences:

PERSONAL INFORMATION

Name (first, last)	Email Address	Daytime Phone	Date of Availability
Current Street Address	City/State/Zip	Authorized to Work In	

EDUCATION HISTORY

School/program	Location	Degree/Level	Major(s)	Minor(s)	GPA	Dates

MILITARY EXPERIENCE

Branch of Service	Duty Description	Dates	Type of Discharge

Leave blank if not applicable.

WORK EXPERIENCE

Employer	Location	Position Title	Dates
ADD ANOTHER:			

EXTRACURRICULAR ACTIVITIES

Activity	Description	Dates

LANGUAGE ABILITIES

Language	Abilities (check all that apply)			
	<input type="checkbox"/> Understand Con conversationally	<input type="checkbox"/> Speak Con conversationally	<input type="checkbox"/> Read	<input type="checkbox"/> Write
	<input type="checkbox"/> Understand Con conversationally	<input type="checkbox"/> Speak Con conversationally	<input type="checkbox"/> Read	<input type="checkbox"/> Write

AWARDS AND HONORS

Award/Honor	Description (if necessary)	Date (if necessary)

REFERENCES

Please add at least three references

Name	Relationship	Position/Title	Company	Address	Phone	Email

BACKGROUND INFORMATION

Question	No	Yes	If yes, please explain
Have you ever been refused tenure, suspended, or terminated?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been convicted of a crime or offense?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had a teaching license revoked?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been discharged or requested to resign a former position?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you undergone a criminal history record check within the last 90 days?	<input type="checkbox"/>	<input type="checkbox"/>	

SUPPLEMENTAL QUESTIONS

Please describe why you would like to be part of the HERITAGE ACADEMY team:

Do you agree to inform our staff if at any point you choose to withdraw your application or are hired by another employer?
 yes no

What is your date of availability? If you are not already a local resident, please describe your anticipated timeframe of moving to our area. _____

If you are not a U.S. citizen, have you received INS authorization to work in the United States?

not applicable yes no (please explain)

COMMENTS

Enter additional comments about your application, if any:

SIGNATURE

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize Heritage Academy representatives to investigate, either orally or in writing, any and all of my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my employment qualifications. The release of any and all information is authorized whether same is of record or not, and I do hereby release from all liability persons and organizations reporting information required by this application. I understand that any false statements or deliberate material omissions shall be sufficient cause for dismissal or disqualification from employment. I hereby waive any right to see any written materials submitted to HERITAGE ACADEMY in response to the above inquiries or notes of any oral communication relative to such inquiries. I understand that if I am hired by HERITAGE ACADEMY and any information received in response to the above inquiries is placed in my personnel file, that I may be denied the right to inspect such material. In the event I am employed by HERITAGE ACADEMY, I also give my permission for the Principal or his/her designee to provide on request from future prospective employers, any information relating to my employment with HERITAGE ACADEMY.

In accordance with Idaho State Law, applicant consents that HERITAGE ACADEMY may conduct a criminal background check, and I hereby waive my rights to written notice of such. No applicant for employment shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity on the basis of sex, race, religion, age, national origin or disability. Accommodations will be made as necessary for applicants with disabilities. In connection with my application for employment with HERITAGE ACADEMY, I hereby authorize HERITAGE ACADEMY to investigate my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my qualifications. I do hereby release all persons, firms, agencies, companies, groups or installations from any damages of, or resulting from, providing such information. I further agree that a copy of this release shall function as an original.

I agree

Signature: _____