

NORTHWEST ACADEMY APPLICATION FOR EMPLOYMENT

Last Name First Name Middle Name

NOTICE TO APPLICANTS

Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

You understand that offers of employment are contingent upon successful completion of criminal and general background checks.

You understand that this application for employment is not a contract of employment. If you are employed by Northwest Academy, you understand that unless told otherwise in writing, your employment is "at-will." You agree to conform to the standards of conduct and performance and the personnel policies of the organization which you understand may be changed from time to time in the sole discretion of Northwest Academy.

APPLICANT'S CERTIFICATION AND RELEASE AUTHORIZATION

I authorize full investigation of all matters which Northwest Academy deems relevant to my qualifications for employment, including information contained in this application or provided during the application process.

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation, falsification or omission of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Northwest Academy may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors and Northwest Academy harmless of any and all claims that I might otherwise have against them with regard to statements made to Northwest Academy. I further authorize Northwest Academy to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by Northwest Academy or by entities or persons providing such information to Northwest Academy, including any and all claims concerning allegations of employment discrimination because of race, color, religion, gender, national origin, veteran status, age, disability, sexual orientation, marital status, family relationship, or other status protected under applicable state, federal or local law.

INSTRUCTIONS

■ Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. If you need additional space, please continue your answer(s) on a separate sheet of paper. Please PRINT or TYPE, except for signature.

PERSONAL DATA

Present Street Address _____ City _____ State _____ Zip _____

Telephone Number _____ Message Number _____ How long have you lived here? _____

Mailing Address if Different _____ City _____ State _____ Zip _____

Previous Address _____ How long did you live there _____

Email address _____

CAREER INTEREST

■ Position applied for 1. _____ 2. _____

■ How did you hear about this position or Northwest Academy? _____

■ Are you seeking: Teaching Full time Teaching Part Time Temporary or extended substitute teaching employment? Administrative Support Staff

■ Are you willing to travel overnight for professional development and student activities/field trips?
 Yes No

■ Are you willing to chaperone student activities outside of the classroom? Yes No

■ Are you willing to chaperone student overnight activities/retreats for up to five days? Yes No

■ When are you available to start work? _____ Salary requested _____

■ Are there limitations in your availability during regular school hours (8AM-4PM) that will impact scheduling of your classes and other duties? Yes (If yes, please explain) No

■ If you are seeking a part-time position, are you interested in a full-time position should it become available?

Yes No

EDUCATION

Name and City/State of School	Highest Grade Completed	Did you Graduate?	Credits or Degree Earned
High School:			
College/University:			
Major/Minor:			
Graduate School:			
Additional Educational and/or Vocational or Technical Training:			
School:			
School:			

■ List other certifications, licenses, additional training or experience that has helped prepare you for the position for which you are applying:

■ List special skills, including language fluency if any, you have gained that may help you perform the position for which you are applying:

■ Northwest Academy has an extensive arts program. Even if you are not seeking a position in the arts program, list any artistic talent and experience you have that may benefit our program:

■ Do you have certification in CPR FIRST AID

GENERAL

- Have you ever been employed by Northwest Academy before? Yes No

If so, please provide the dates of your employment and reason for leaving Northwest Academy:

- *Do you have or have you had children or relatives attending Northwest Academy before? Yes No

If so, please provide the names of your children or relatives who attended and their dates of their attendance

*This question is asked for informational purposes only and no hiring decisions will be made based upon the answer to this question.

- Are you 18 years of age or older? Yes No

- To the extent permitted by applicable law, inform us if you have ever been arrested and convicted of a crime:

Yes No

If yes, please give details and dates:

- If you are hired, can you provide proof that you are authorized to work in the United States on an unrestricted basis? Yes No

(The Federal Immigration Reform and Control Act requires individuals to provide to an employer documented proof that they are authorized to work in the United States. The proof must be provided within three business days after the date of hire.)

- Do you have a valid driver's license? Yes No

Driver's License Number _____ State _____

- Have you had any traffic infractions, accidents, or driving-related convictions* in the past three years?

Yes No

If yes, please describe including nature of infraction or accident and the dates upon which such events occurred:

*To the full extent permitted by applicable law, you hereby authorize the release of your DMV records to Northwest Academy and agree to furnish any releases necessary for Northwest Academy to obtain those records.

WORK HISTORY AND REFERENCES

_____ Initial to certify that the employment history and references provided to Northwest Academy as part of your application for this position are complete and accurate.

- Within the past ten years have you been fired or involuntarily terminated from any job for any reason?
 Yes No

If yes, please explain:

- Within the past ten years have you quit or resigned a job after being informed you would be fired if you did not quit or resign? Yes No

If yes, please explain:

- Have you ever been professionally disciplined in any state? For purposes of this question, “professionally disciplined” means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from any public or private school or agency, board or commission of state government.
 Yes No

List the names of no less than your past three (3) employers in consecutive order with present or most recent employer listed first.

Employer:	Supervisor: Contact Phone/Email:	Salary: Start: _____ End: _____
Address:		Phone (Business):
Dates Employed From: _____ To: _____	Position Held:	Reason for Leaving:
Duties:		

Employer:	Supervisor: Contact Phone/Email:	Salary: Start: _____ End: _____
Address:		Phone (Business):
Dates Employed From: _____ To: _____	Position Held:	Reason for Leaving:
Duties:		

Employer:	Supervisor: Contact Phone/Email:	Salary: Start: _____ End: _____
Address:		Phone (Business):
Dates Employed From: _____ To: _____	Position Held:	Reason for Leaving:
Duties:		

We may contact the employers listed above unless you indicate those you do not want us to contact at this time.
List any of the above references you do not want us to presently contact and provide the reason:

***Please understand that as a final condition of employment we reserve the right to contact this employer prior to issuing a formal offer of employment.**

Additional References (optional) – Provide Name, Title/Relationship, and Phone/Email Address:

Professional Background and Experience

Please list any publications, honors, and professional experience related to your field. Please use a separate page if necessary.

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND THAT ALL INFORMATION PROVIDED IN THE APPLICATION PROCESS IS CORRECT AND COMPLETE

Signature

Date