

# HIGH POINT ACADEMY

6655 Pottery Road Spartanburg, SC 29303

## Employment Application

High Point Academy is an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, and age, physical or mental disability.

**(PLEASE PRINT)**

**ONLY FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED**

Last Name	First Name	Middle	Date of Birth
Mailing Address		Home Address	
City, State, Zip		City, State, Zip	
Telephone Numbers: Home: ( ) -                      Other: ( ) -		Email:	Social Security #:

Position(s) Applying For	Would you consider substituting if not hired? <input type="checkbox"/> Yes <input type="checkbox"/> No
How Did you Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Internet <input type="checkbox"/> Job Fair <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	Date of Application _____/_____/_____

**CERTIFICATION/LICENSURE – Please enclose a copy of your certificate with this application.**

Do you hold a valid teaching certificate/license?     Yes     No     Recent Graduate, Application in Process

Type of credential (ie. Provisional, Certificate, Continuing, etc.) \_\_\_\_\_

Licensed to teach in the following area(s) \_\_\_\_\_

Date issued \_\_\_\_\_ Date Expires \_\_\_\_\_ Have you ever had your teaching certificate revoked or suspended? \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Have you ever filed an application with us before?     Yes     No    If so when? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have you ever been employed with us?     Yes     No    If so when? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you currently employed?     Yes     No

On what date would you be available to work?    \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_     Full time     Part time     Temporary

If hired, can you provide evidence of U.S. citizenship or your legal right to work in the U.S.?     Yes     No

Have you ever been convicted of or pled no contest to any crime, other than a minor traffic violation?  Yes  No  
 (Conviction will not necessarily disqualify an applicant.)

Are there any felony charges pending against you?  Yes  No

If "yes" to either of the two previous questions, please indicate where, when, and explain circumstances:

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**EDUCATIONAL BACKGROUND**

	School or Institution and Location	Dates	Major/Minor	Diploma, Degree or Credits Earned	G.P.A. (Grade Point Average)
High School		to			
College/University		to			
Graduate		to			
Other (Specify)		to			

Are you presently enrolled in a planned program of study? Yes  No   
 If so, at which college and toward what goal? \_\_\_\_\_

**EMPLOYMENT EXPERIENCE**

**Start with your present or last job.**

<b>Employer:</b>	<b>From:</b> / /	<b>To:</b> / /
<b>Telephone Number:</b> ( ) -	<b>Salary</b>	<b>Position:</b>
<b>Address:</b>	<b>Starting \$</b> _____ <b>Ending \$</b> _____	
<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Reason for Leaving:</b>	

<b>Employer:</b>	<b>From:</b> / /	<b>To:</b> / /
<b>Telephone Number:</b> ( ) -	<b>Salary</b>	<b>Position:</b>
<b>Address:</b>	<b>Starting \$</b> _____ <b>Ending \$</b> _____	
<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Reason for Leaving:</b>	

<b>Employer:</b>	<b>From:</b> / /	<b>To:</b> / /
<b>Telephone Number:</b>	<b>Salary</b>	<b>Position:</b>
<b>Address:</b> ( ) -	<b>Starting \$</b> _____ <b>Ending \$</b> _____	
<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Reason for Leaving:</b>	

<b>Employer:</b>	<b>From:</b> / /	<b>To:</b> / /
<b>Telephone Number:</b> ( ) -	<b>Salary</b>	<b>Position:</b>
<b>Address:</b>	<b>Starting \$</b> _____ <b>Ending \$</b> _____	
<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Reason for Leaving:</b>	

**ADDITIONAL INFORMATION**

Summarize any additional information that will give us a more complete estimate of your training, experience, character and ability. Emphasize any special preparation and training, your experience with extra-curricular activities, and any area of further training including military or other.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** Please list 3 references who have first-hand knowledge of your character and working ability in the area you are applying for. (Do not include relatives, current and past employers wanted.)

1. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_ Year(s) associated with reference (From \_\_\_\_ to \_\_\_\_)

2. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_ Year(s) associated with reference (From \_\_\_\_ to \_\_\_\_)

3. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Alternative Phone \_\_\_\_\_ Year(s) associated with reference (From \_\_\_\_ to \_\_\_\_)

**APPLICANT’S ACKNOWLEDGEMENT** (Please read carefully before signing and dating the application.)

I certify that all questions are fully and correctly answered. I understand that false statements or failures to discuss certain information may disqualify me for employment or, if employed, may result in my dismissal.

I authorize the release of information that may be required to make an employment decision from present and past employers, educational institutions, appropriate law enforcement agencies, and all other relevant sources. I release all parties from all liabilities for providing or using such information. All information (including information on any accompanying resume) is subject to verification. The results from any criminal records or background check may be grounds for disqualifying me or terminating my employment.

I recognize that neither this application nor any future employment is a contract. If I become employed, my employment will be at-will and for no definite period of time. I will be free to end my employment at any time for any reason, and High Point Academy Charter School has the same right

These provisions supersede any oral or written representation contrary, whether before or after my employment, unless a written statement is signed and dated by the hiring committee at High Point Academy Charter School.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Application