

Application for Employment

Quest Academy complies with the law regarding reasonable accommodation for disabled persons. Applicants requiring reasonable accommodation in order to participate in the application process are requested to contact the Quest Academy Business Manager in order to arrange such accommodation.

We are an equal opportunity employer and make all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without discrimination based on race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state, or local law.

You may submit a copy of a current resume; however an application must be completed in full in order to be considered for employment.

Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment.

Position(s) Applied For Date of Application

Name (Last, First, Middle)

Address

Phone Number(s)

Have you ever filed an application with us before? Yes No If yes, give date

Have you ever been employed with us before? Yes No If yes, give date

Are you currently employed? Yes No

If a job is offered, will you be able to provide verification of your legal right to work for any employer in the United States?

Should you be offered a job you will be required to show proof of employment authorization.

Yes No

Have you been convicted of a felony within the last 7 years?

(The existence of a criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements. It is only necessary to include convictions, which have not been expunged from the records, sealed, or impounded.)

Yes No

If yes, please explain

Education

List any educational degrees, programs or courses that you have taken which would be helpful for the performance of your job. Include present enrollments. Please note that we verify educational background. *Collegiate and graduate educational history should be submitted only for those institutions accredited by an accrediting agency recognized by the federal or state department of education. If you are unsure of the accreditation of your educational institution, it must be noted on this application. Submitting degrees or coursework from a non-accredited institution will be considered a misrepresentation.

	High School	*Undergraduate College/University	*Graduate/Professional
School Name/Location			
Highest Year Completed			
Diploma/Degree			
Describe Course of Study			
	State	Date of Issuance/Expiration	Subject-Grade Level
Teaching Certificates			
Describe any specialized training, apprenticeship, skills and extracurricular services			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

Employment Experience

Please provide information concerning your work history by filling this section out completely, listing your four most recent employers. Military experience and relevant volunteer experience may be included if you obtained skills which would be helpful in the job for which you are applying. (If more space is needed, write on a separate page). You may attach a resume in addition to completing the following but you still must fill out the following. Please provide explanation for any gaps in time in employment history.

Present Employer From To

Address

Phone Number(s) Job Title

Supervisor May we contact? Reason for leaving

Starting Salary Current Salary Annual or Hourly?

Briefly describe work performed

Employer From To

Address

Phone Number(s) Job Title

Supervisor May we contact? Reason for leaving

Starting Salary Final Salary Annual or Hourly?

Briefly describe work performed

Employer From To

Address

Phone Number(s) Job Title

Supervisor May we contact? Reason for leaving

Starting Salary Final Salary Annual or Hourly?

Briefly describe work performed

Employer From To

Address

Phone Number(s) Job Title

Supervisor May we contact? Reason for leaving

Starting Salary Final Salary Annual or Hourly?

Briefly describe work performed

Have you ever been terminated, asked to resign, or not offered a contract for the following year? If yes please describe:

Is there any additional information we should be aware of that if discovered while you were employed at the School would reflect poorly upon the School? If yes please describe:

Teaching or Employment References

Please give three references that are not related to you but were former or current employers

1. Name		Position		Phone Number	
	Address 				
2. Name		Position		Phone Number	
	Address 				
3. Name		Position		Phone Number	
	Address 				

Applicant's Acknowledgment

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the School to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my employment application. My current and former employers, educational institutions, and personal references may provide information that they may have about me in response to inquiry from the employer. I understand that any offer of employment by the School is contingent upon obtaining reference information learned through the above mentioned reference checks as well as upon the successful completion of a criminal history and background check. I understand that omitting relevant information or providing misrepresentations or false or misleading information in my application, resume, or during the interview process may result in a refusal to hire, or discharge in the event of employment. I understand that I shall be required to provide documentation establishing my legal authorization for employment within the first three days of my employment. I understand that if employed, my employment will be at will unless I have a written contract for employment signed by both the Head of School and me. The School is an Equal Opportunity Employer, and shall treat all employees and all applicants for employment equally and fairly based upon job related qualifications and in accordance with all applicable local, state and federal laws.

Signature: _____

Date: _____

Print Name: _____