



Guahan Academy Charter School Employment Application

HR Use Only

- Interview Date: _____
- Police Clearance: _____
- Court Clearance: _____
- Tuberculin: _____

Applicant Information	
Name:	Date
Mailing Address:	
Contact Numbers Primary: _____ Alternate: _____	Email Address: _____
What positions are you applying for? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary Positions: _____	Minimum Acceptable Salary _____
How did you find out about this position? _____	When will you be available for work? _____
Can you perform essential job functions with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally eligible for employment in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you worked for the Guahan Academy Charter School before? If yes, please let us know when and what position. <input type="checkbox"/> Yes <input type="checkbox"/> No Dates Employed: _____ Position: _____	
Do you have any relatives employed at the school? If yes, please share their name and position. <input type="checkbox"/> Yes <input type="checkbox"/> No Name(s): _____ Relationship: _____ Position: _____	
Do you have military experience directly related to the job? If yes, please share brief information regarding your rank, experience or certificates and dates of service below. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have commitments to another employer that may affect your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education			
High School/GED	Name of School & Location	<input type="checkbox"/> High School Diploma <input type="checkbox"/> GED Credential	
College	Name of School & Location	Type of Degree/Diploma	Degree Received <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School	Name of School & Location	Type of Degree/Diploma	Degree Received <input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School	Name of School & Location	Type of Degree/Diploma/Certificate	

Skills & Training
Please list any languages, special skills and training that make you an eligible candidate for the position.
Please list any Direct Instruction programs and forms you are familiar with.

Work Experience (Please begin with most recent)		
1. Employer Name & Location	Dates Employed	Contact Number
Position Held	Immediate Supervisor	Salary
Brief Description of Responsibilities		
Reason for Leaving	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Work Experience (Continued)		
2. Employer Name & Location	Dates Employed	Contact Number
Position Held	Immediate Supervisor	Salary
Brief Description of Responsibilities		
Reason for Leaving	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Experience (Continued)		
3. Employer Name & Location	Dates Employed	Contact Number
Position Held	Immediate Supervisor	Salary
Brief Description of Responsibilities		
Reason for Leaving	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Experience (Continued)		
4. Employer Name & Location	Dates Employed	Contact Number
Position Held	Immediate Supervisor	Salary
Brief Description of Responsibilities		
Reason for Leaving	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Work Experience (Continued)		
5. Employer Name & Location	Dates Employed	Contact Number
Position Held	Immediate Supervisor	Salary
Brief Description of Responsibilities		
Reason for Leaving	May we contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

References		
Name	Relationship	Contact Number
Name	Relationship	Contact Number
Name	Relationship	Contact Number

Conviction for Violation of the Law		
<p>Have you ever been convicted of one or more violations of law (e.g., felony, misdemeanor, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>In answering this question, also consider that you may answer “NO” if the following applies:</p> <ol style="list-style-type: none"> 1. All offenses for which you were tried were as a minor or juvenile 2. All convictions were annulled or expunged <p>If “yes”, you must submit a Police and Court Clearance no older than one month from the application date. Also, you must attach an additional sheet of paper to this application explaining the incident including dates, circumstances, and the penalty imposed.</p> <p>I certify under penalty of perjury that the foregoing is true and correct.</p>		
_____	_____	_____
Print Name	Signature	Date
Background Investigation		
<p>I authorize GACS to seek and obtain information regarding my suitability for employment. All job-related factors including previous employment, educational credentials, and criminal records may be obtained and used to determine my eligibility for employment according to EEO guidelines. In addition, previous employers and job-related sources/references are released from legal liability with the information they provide.</p>		
Certification of Accuracy		

I certify that the information in this application is true, complete, and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Signature & Date

Equal Employment Opportunity

Guahan Academy Charter School (GACS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, GACS complies with applicable state and local laws governing nondiscrimination in employment.

Thank you for your interest in a position at the Guahan Academy Charter School.