



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE: _____

LAST NAME

FIRST

MIDDLE

STREET ADDRESS

HOME NUMBER

CITY

STATE

ZIP CODE

EMAIL ADDRESS

Have you ever applied for employment with any Albany Charter School? Yes No

If yes: Please describe. (Month and year, position, and outcome): _____

Are you available for full-time work? Yes No

Are you available to work overtime if asked? Yes No

Are you legally eligible for employment in the United States? Yes No

When will you be available to begin work? _____

Please list other special training, skills, or qualifications (languages, computer skills, certifications, or licenses etc.)

How did you learn of our school? _____

Have you ever been convicted of a crime? Yes No

If yes, please give details: _____

A conviction is not an automatic bar from employment. Each case is considered and evaluated on its individual merits in relation to the duties and responsibilities of the position.

EDUCATION *(List all educational institutions attended.)*

School	Name & Location	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
GRADUATE SCHOOL					
COLLEGE (Undergraduate)					
HIGH SCHOOL					
OTHER					

EMPLOYMENT HISTORY *(Please begin with present or most recent employer and include all employers. You may use another sheet, if needed).*

I. Name of Employer _____
Address _____
_____ Telephone _____
Employed from _____ to _____ Supervisor _____
Job title and description of work _____

Reason for leaving _____

II. Name of Employer _____
Address _____
_____ Telephone _____
Employed from _____ to _____ Supervisor _____
Job title and description of work _____

Reason for leaving _____

III. Name of Employer _____
 Address _____
 _____ Telephone _____
 Employed from _____ to _____ Supervisor _____
 Job title and description of work _____

 Reason for leaving _____

Please explain all gaps of employment _____

We may contact the employers listed above and/ or attached unless you indicate those you do not want us to contact.

DO NOT CONTACT:

Employer(s) _____

Reason(s) _____

REFERENCES

List 3 references from current and previous employment. Additional references may be requested.

Name	Address	Telephone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____

BACKGROUND

1. Have you ever been released, discharged or asked to resign from any prior employment? Yes No

If yes, please give details: _____

2. Are you aware of any conflict of interest that would exist (or appear to exist) for Albany Leadership Charter High School for Girls or any of its stakeholders if you commenced employment with ALCHS? Yes No

If yes, please give details: _____

APPLICANT'S STATEMENT

Initial each item as read and sign and date below.

____ The information provided in this Application for Employment is true, correct and complete. Any falsification, misstatement or omission of fact on this application may result in not being hired or, if employed, my dismissal, regardless of the time elapsed before discovery.

____ I understand that Albany Leadership Charter High School for Girls is committed to maintaining a drug free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis or other drug/ alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if the School has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in refusal to hire or, if already employed, termination.

____ I understand the School may obtain consumer reports, depending on the nature of the position I am applying, from consumer reporting agencies for use in deciding whether or not to offer me employment. I understand that such reports may include information concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that if I am denied employment based upon information obtained in any credit report, I will be provided with the name, address, and telephone number of the consumer reporting agency, a copy of the report, and an explanation of my rights concerning it.

____ I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. In addition, I authorize you to contact any educational institutions or former employers concerning any information you or they believe is relevant to my application for employment. I hereby release Albany Leadership Charter High School for Girls and any educational institutions or former employers for providing, sharing or using any information they may possess concerning my background or record.

____ I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and carefully read the foregoing five statements.

DATE

SIGNATURE

PRINTED NAME

Albany Leadership Charter High School for Girls is an equal opportunity employment firm. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, marital status, sexual orientation, military status, disability or any other trait protected by federal, state, or local law.