



APPLICATION FOR EMPLOYMENT

It is the policy of Holyoke Community Charter School ("HCCS") to afford equal opportunities to applicants for employment and employees without regard to race, color, creed, religion, age, sex, national origin, ancestry, marital status, handicap, disability related to pregnancy or childbirth, membership or activity in any local commission, status regarding public assistance, or any other characteristic protected by applicable federal, state or local law. None of the questions in this application is intended to elicit information regarding any protected characteristics, or imply any limitation, illegal preference or discrimination based upon non-job-related information or protected characteristics.

If you are hired by HCCS, you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time, for any reason, without prior notice. Similarly, if you are hired, HCCS will have the right to terminate your employment at any time, for any reason, without prior notice. No supervisor or manager has the authority to offer or promise anything other than at-will employment.

All sections of the application must be completed to be considered for employment. If you have no information to record, use N/A for "not applicable."

Please do not write "see résumé."

1. Name _____
Last First Middle

Have you ever been known by an alias or another name? Yes ___ No ___ If yes, what? _____

2. Address _____
Number and Street City State Zip Code

Home Phone () _____ Work Phone () _____

3. Position for which application is made (please check all that apply):

Full-time ___ Part-time ___ Temporary ___
Days ___ Nights ___ Weekends ___

a) Teaching Positions
Level

- Kindergarten
- Elementary (grades 1-5)
- Middle School (grades 6-8)
- High School (grades 9-12)

Academic Discipline/Subject Area

- English
- Mathematics
- Science
- Social Studies
- Spanish
- Special Education
- Art
- Music
- Physical Education

b) Administrative Positions

- Director
- Academic Quality Controller
- Business Manager
- Counselor
- Student Life Coordinator
- Student Management Coordinator

c) Other (specify title): _____

4. List the current Education/Administrative Licenses or Certificates you hold*:

*Please provide original current license & certification.

File Folder or License Number	State	Functions Description	Date Issued	Expiration Date

Are you currently working towards an additional license and would you be eligible for a provisional? If so, what function? _____

5. Educational Preparation. Full information and dates are required*.

*Please provide original transcripts.

Schools Attended	Name and Location	Degree Earned	Major	Minor	Graduation Date
College/University					
Graduate					
Business/Technical					

6. Employment References*

*Please attach 3 letters of recommendation

Referent's Name	Title	Business Address	School/Firm Name & Phone #

May we contact the employers you have listed? Yes ____ No ____ If no, please explain.

7. Employment History

Please provide complete history of your employment over the last 10 years. Please explain any gaps in your employment history. Attach additional page, if necessary.

EMPLOYER (List most recent one first)		DATES: From ___/___/___ To ___/___/___
Name _____ Address _____ Supervisor _____ Phone _____		
Position Held		
Type of Experience		
Reason for Leaving		
EMPLOYER		DATES: From ___/___/___ To ___/___/___
Name _____ Address _____ Supervisor _____ Phone _____		
Position Held		
Type of Experience		
Reason for Leaving		
EMPLOYER		DATES: From ___/___/___ To ___/___/___
Name _____ Address _____ Supervisor _____ Phone _____		
Position Held		
Type of Experience		
Reason for Leaving		
EMPLOYER		DATES: From ___/___/___ To ___/___/___
Name _____ Address _____ Supervisor _____ Phone _____		
Position Held		
Type of Experience		
Reason for Leaving		

8. Have you ever been discharged by an employer? Yes ____ No ____
If yes, please explain. _____

9. Describe any academic, curricular and extracurricular activities, programs, or special training you have received that are related to the type of employment you are seeking. List your experience and whether or not you feel qualified to lead, organize or direct in those areas.

10. Professional Affiliations/Activities:

11. Holyoke Community Charter School is a college preparatory school that is highly structured. The set curriculum is academically rigorous. Have you worked in a highly academic system before?

12. Have you ever been convicted of a criminal offense? Yes / No If yes, please attach information.

13. Are you under contract to another school system at the present time? Yes / No

14. If hired, can you furnish proof that you are 18 years of age or older? Yes ____ No ____
If no, please explain. _____

15. If hired, when could you begin work? _____

16. If hired, can you furnish proof that you are you eligible to work in the United States? Yes ____ No ____
If no, please explain. _____

17. Have you ever left a teaching post before the end of the academic year? _____ If yes, please explain.

18. Have you worked for HCCS before? Yes ____ No ____ When? _____
Reason for leaving? _____

19. Have you applied for work with HCCS previously? Yes ____ No ____ When? _____
Position applied for? _____

20. Write a paragraph on what you believe you can offer the school and what you hope to gain from working at Holyoke Community Charter School.

Please provide education information only if you have applied for a supervisory, teaching or office position.

EDUCATION:	SCHOOL NAME AND ADDRESS	GRADUATE?	MAJOR
Elementary			
High School			
College			
Postgraduate			
Other			

Have you served in the Military? Yes ____ No ____ If yes, which branch? _____

Briefly describe your duties while serving if any may be related to position applied for: _____

Have you ever worked in a position similar to the one for which you are applying? Yes ____ No ____
If yes, please explain. _____

Are you acquainted with anyone who is currently employed by HCCS? _____

PLEASE ATTACH RESUME OR OTHER DOCUMENTATION IF AVAILABLE

Please Read Carefully and Sign

By my signature below, I certify that the information provided in this employment application and accompanying documentation, including my résumé, is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify HCCS if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

I understand that I may be required to provide a set of fingerprint impressions and that a criminal background check must be conducted and satisfactorily completed if I come under final consideration for employment as a precondition of my employment with Holyoke Community Charter School. Furthermore, I understand that Holyoke Community Charter School may permit me to commence my employment duties pending completion of the criminal background check and that I may be terminated without notice based on the results of the background check.

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying documentation, including my résumé, to provide Holyoke Community Charter School with any information or opinion requested by HCCS in connection with my application, and, excepting any information or opinion related to unlawful discrimination, I release such persons and organizations from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND AND AGREE THAT IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY, BE TERMINATED AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT PRIOR NOTICE. I UNDERSTAND THAT NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION.

Applicant's Signature

Date

We appreciate your interest in Holyoke Community Charter School and the time you have taken to complete this application.