



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" as this will result in an incomplete application for employment.

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
Seasonal

a) Teaching Positions

Academic Discipline/Subject Area

Level

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

- 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*:

*Original current license & certification must be provided.

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

Teaching Certification

Type of Certificate	State	Endorsement/Level	Issued/Expected	Expiration Date

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

*Original transcripts must be provided.

Schools Attended	Name and Location	Degree/Diploma	Major	Minor	Dates Attended
High School					
College/University*					
Graduate*					
Other Post-Secondary*					

6. **Employment References*** *(Give no fewer than three references capable of judging your ability to perform the kind of work for which you have applied.)*

*3 letters of recommendation requested

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

May we contact your references prior to speaking with you? Yes No

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:
Name _____	_____	From ___/___/___
Address _____	_____	To ___/___/___
Supervisor _____	Phone _____	
Position Held _____		
Type of Experience _____		
Reason for Leaving _____		
EMPLOYER		DATES:
Name _____	_____	From ___/___/___
Address _____	_____	To ___/___/___
Supervisor _____	Phone _____	
Position Held _____		
Type of Experience _____		
Reason for Leaving _____		
EMPLOYER		DATES:
Name _____	_____	From ___/___/___
Address _____	_____	To ___/___/___
Supervisor _____	Phone _____	
Position Held _____		
Type of Experience _____		
Reason for Leaving _____		

May we contact your present employer? Yes No

Gaps in employment explanation:

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?

Yes No

If yes, explain:

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, and you are under age 18, can you furnish a work permit? 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.

If employed, you must provide original documents that prove your identity and U.S. employment eligibility

17. Have you ever left a teaching post before the end of the academic year? Yes No If yes, please explain.

18. Have you worked for HCCS or a SABIS® Network School before? Yes No If yes, when?

Reason for leaving?

19. Have you applied for work with HCCS previously? Yes No If yes, when?

If yes, 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.

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 or another SABIS® Network School? Yes No

If yes, name of person:

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 HCCS. Furthermore, I understand that HCCS 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 hereby authorize HCCS to contact all of my former and current employers, educational institutions, and the other references I have provided regarding me and my performance record, work, and academic experience.

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 HCCS 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 also hereby release Holyoke Community Charter School and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided from any and all liability and damages for releasing, in good faith, or using information concerning me and my performance record, work, and academic experience. I also hereby waive any right to receive written notice from HCCS or any former or current employer that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed will be or have been disclosed to a third person or entity.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility, any required participation in benefits plans that are a condition of employment, and for statistical purposes.

I will abide by all policies, rules, and regulations, as amended from time to time, of HCCS.

This application is current for 3 months from the date it was submitted for an open position. At the conclusion of this time, if I have not heard from Holyoke Community Charter School and still wish to be considered for open positions, it will be necessary to complete a new application for employment.

I UNDERSTAND THAT THIS APPLICATION AND PARTICIPATION IN ANY INTERVIEW 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 Name: _____
(Please print)

Applicant's Signature

Date

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

Further information about the SABIS® School Network may be found at www.sabis.net.