



GENERAL APPLICATION FOR EMPLOYMENT

Date of application _____

Personal Information

Full name _____
 _____ Last _____ First _____ M.I. _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____ Email _____

Source of application CPE Website Career Fair Other Referral
 If referral, by whom? _____
 Are you legally eligible for employment in the U.S.? YES NO
 Have you ever applied for employment with us? YES NO If Yes, when? _____
 Are you currently employed? YES NO If Yes, may we contact current employer? YES NO

Desired Employment

Position desired _____ Date available _____
 Desired Salary _____ Employment type Full-time Part-time other

Educational and Professional Training (Do not indicate "Refer to Resume" or "See Attached")
Official transcripts should be attached to application

High School

Name of Institution _____
 Location _____
 From _____ to _____ Graduated? YES NO Degree _____

College or University

Name of Institution _____
 Location _____
 From _____ to _____ Graduated? YES NO Grad date _____
 Field of Study _____ Type of Degree _____

College or University

Name of Institution _____
 Location _____
 From _____ to _____ Graduated? YES NO Grad date _____

College Prep Elementary is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability.

CPE

College Prep Elementary



Field of Study _____ Type of Degree _____

Special Training/Skills

Previous Employment *(please list chronologically)*

Current/Recent Employer

Employer _____ Manager _____
Address _____
City _____ State _____ Zip _____
Phone number _____ Dates of employment From _____ to _____
Position _____ Salary _____
Description of Duty _____
Reason for leaving _____

Previous Employer

Employer _____ Manager _____
Address _____
City _____ State _____ Zip _____
Phone number _____ Dates of employment From _____ to _____
Position _____ Salary _____
Description of Duty _____
Reason for leaving _____

Previous Employer

Employer _____ Manager _____
Address _____
City _____ State _____ Zip _____
Phone number _____ Dates of employment From _____ to _____
Position _____ Salary _____
Description of Duty _____
Reason for leaving _____

College Prep Elementary is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability.



VETERAN STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran’s Preference? Yes _____ No _____

Are you the spouse of deceased honorably discharged veteran or disabled veteran who is unable to work due to such disability? Yes _____ No _____

Do you wish to claim Veteran’s Preference? Yes _____ No _____

Proof of applicable military status/eligibility, such as a DD214 form, will be required. Please attach DD214 form or forward it within five (5) business days.

Personal and Professional Data (All questions must be answered)

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Been dismissed from employment or asked to resign? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Received an unsatisfactory performance evaluation from an employer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Received a dishonorable discharge from the armed services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Been placed on disciplinary probation or suspended from a college or University? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Resigned in lieu of having a contract non-renewed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Been convicted of any violation of the law (felony and/or misdemeanor) other than minor traffic violations? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered “Yes” to any of the above questions, please provide a written explanation on the space below. Please continue on a separate sheet of paper if needed and attach to this application. Please be specific about any offenses for which you were charged, the disposition of the offense, the date, court, county and state of the charge.

College Prep Elementary is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability.



Professional References

Reference 1

Name _____ Years known _____
Address _____
City _____ State _____ Zip _____
Phone number _____ Email _____
Relationship _____

Reference 2

Name _____ Years known _____
Address _____
City _____ State _____ Zip _____
Phone number _____ Email _____
Relationship _____

Reference 3

Name _____ Years known _____
Address _____
City _____ State _____ Zip _____
Phone number _____ Email _____
Relationship _____

Authorization

“I certify that the facts contained in this application are true and complete to the best of my knowledge. The furnishing of false or misleading information or the intention withholding of material facts, including facts concerning one’s criminal record will constitute grounds for immediate termination.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release The College Prep Elementary from all liability for any damage that my result from utilization of such information. I will also be responsible for paying the back ground fee if a back ground check is requested by The College Prep Elementary.

I understand and agree that no representation of the company has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.”

Signature _____ Date _____

College Prep Elementary is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability.