



**Valley Academy Charter School**  
539 North 870 West  
Hurricane, Utah 84737  
(435)635-0772 Fax (435)635-6966

**GENERAL APPLICATION FOR EMPLOYMENT**

DATE: \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

**PERSONAL INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**TRAINING AND EXPERIENCE:**

You must complete all applicable items in this section, or your application will be rejected. The information you give regarding your training and experience will be used to determine if you meet the minimum qualifications, and part or all of your examination may be based on the information you provide.

Have you graduated from high school or received a GED? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

**COLLEGE/UNDERGRADUATE WORK:**

College/University	Dates	Major	Minor	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**COLLEGE/GRADUATE WORK:**

College/University	Dates	Major	Minor	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CERTIFICATES OR SPECIALIZED TRAINING DOCUMENTATION**

\_\_\_\_\_  
\_\_\_\_\_

<b>LANGUAGES (OTHER THAN ENGLISH)</b>	<b>Level of Proficiency</b>
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**EXPERIENCE:**

Begin with your most recent or present employment and describe all periods of employment (full and part-time), including volunteer work. Attach additional pages as necessary, using the same format.

Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Your position/title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Duties/Accomplishments: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Your position/title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Duties/Accomplishments: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Your position/title \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Duties/Accomplishments: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**BACKGROUND INFORMATION:**

- A. Have you ever:  
Been convicted of a violation of law other than a minor traffic violation? YES NO  
Pled guilty and had your guilty plea held in abeyance in a criminal proceeding? YES NO  
Been placed on probation in conjunction with a criminal charge or conviction? YES NO  
  
If you have answered "Yes" to any of the above, provide a letter of explanation.
- B. Are any criminal charges or proceedings pending against you? YES NO  
If you have answered "YES" to any of the above, provide a letter of explanation.
- C. Are you willing to accept part-time or temporary employment? YES NO
- D. Have you ever worked for a school district or charter in the state of Utah? YES NO
- E. Do you have any relatives currently employed by this school? YES NO  
If so, who and where? \_\_\_\_\_

**AGREEMENT**

I UNDERSTAND THAT ANY FALSE STATEMENTS, OMISSIONS, OR MISREPRESENTATIONS IN THE APPLICATION OR INTERVIEW PROCESS MAY RESULT IN THE TERMINATION OF THE HIRING PROCESS; THE TERMINATION OF EMPLOYMENT, IF PROVIDED; OR THE TERMINATION OR RESTRICTION OF BENEFITS, SHOULD A FALSE STATEMENT, OMISSION OR MISREPRESENTATION BE LATER DISCOVERED. I UNDERSTAND THAT PRIOR TO BEING OFFERED EMPLOYMENT WITH THE VALLEY ACADEMY CHARTER I MAY BE REQUESTED TO TAKE AN EMPLOYMENT EXAMINATION AND/OR BE PERSONALLY INTERVIEWED. IN THE EVENT I HAVE A DISABILITY WHICH WILL AFFECT MY ABILITY TO TAKE THE TEST AND/OR MY ABILITY TO EFFECTIVELY PRESENT MYSELF AT AN INTERVIEW, I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO INFORM VALLEY ACADEMY CHARTER SO THAT A REASONABLE ACCOMMODATION CAN BE MADE. ACCOMMODATIONS MAY INCLUDE ACCESSIBLE SITES, MODIFIED CONDITIONS, AND ACCESSIBLE TESTING FORMATS. THE VALLEY ACADEMY CHARTER SCHOOL RESERVES THE RIGHT TO REQUIRE MEDICAL DOCUMENTATION CONCERNING THE NEED FOR THE ACCOMMODATION. I UNDERSTAND THAT, AS REQUIRED BY UTAH STATUTE, I WILL BE REQUIRED TO UNDERGO AN INVESTIGATION OF MY BACKGROUND, INCLUDING A CRIMINAL BACKGROUND CHECK. I FURTHER UNDERSTAND THAT I WILL BE REQUIRED TO PAY FOR THIS INVESTIGATION. IN CONJUNCTION WITH THIS INVESTIGATION, I AUTHORIZE THE RELEASE OF INFORMATION IN CONNECTION WITH THIS APPLICATION BY FORMER EMPLOYERS AND SUPERVISORS. I AGREE TO IDEMNIFY AND HOLD HARMLESS FORMER EMPLOYERS AND SUPERVISORS FROM ANY ACTION IN CONJUNCTION WITH THEIR RELEASE OF INFORMATION WITH REGARD TO THESE INQUIRIES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The Valley Academy Charter School is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition or disability.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security # \_\_\_\_\_ Position Applied for: \_\_\_\_\_

NOTE: It is important that you give complete and truthful answers to the following questions. If you answer "YES" to any of them, please provide your explanation(s) on a separate sheet of paper. Include convictions resulting from a plea of nolo contendere (no contest), and information about any expungement.

OMIT: traffic fines of \$100.00 or less

We will consider the date, facts and circumstances of each event you list. In most cases, you can still be considered for employment. However, if you fail to tell the truth or fail to list all relevant events or circumstances, this will be grounds for not hiring you and grounds for dismissal after you begin work.

Table with 3 columns: Question, YES, NO. Contains 8 questions regarding employment history, arrests, convictions, and investigations.

I hereby verify that the information provided in this Supplemental Questionnaire is true and correct to the best of my knowledge. Any misstatement, omission or mis-information is grounds to not hire or for dismissal. If hired, I hereby agree to abide by the policies of the Valley Academy Charter. I understand that before I am hired a Criminal Background Check may be required, and I will be responsible to pay the fee.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of the Valley Academy Charter School to fill each vacancy and newly created position(s) with the most qualified person available. Positions will be filled without regard to race, age, religion, national origin, sex or disability. Qualifications will be based upon the necessary education, certification, skill, knowledge and competencies required for the position.