



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name: _____ SSN: _____

Address: _____

Phone: _____ E-mail: _____

Positions Applying For: _____ When Available _____

POST-SECONDARY EDUCATION (Official transcripts will be required for persons selected for employment)

Institution: _____
Name City State

Degree (if earned): _____ Mo. and Yr.: _____

Major Field of Study: _____ No. of Credits Earned: _____

Institution: _____
Name City State

Degree (if earned): _____ Mo. and Yr.: _____

Major Field of Study: _____ No. of Credits Earned: _____

Institution: _____
Name City State

Degree (if earned): _____ Mo. and Yr.: _____

Major Field of Study: _____ No. of Credits Earned: _____

LICENSES AND CERTIFICATES (List name, type, number and state where license or certificate was issued)

_____ Exp. Date _____

_____ Exp. Date _____

_____ Exp. Date _____

_____ Exp. Date _____

SPECIAL INTERESTS OR TALENTS (Very important to our program as every staff member will be a mentor to students, i.e., gardening, reading, research, politics, technology)

EMPLOYMENT HISTORY (Include all of your employment experience, listing the most recent first. Provide your complete employment history even if you attach a resume.)

Position: _____ Employer: _____

Supervisor: _____ Title: _____

Address: _____

Phone: _____ Dates Employed From: _____

Responsibilities: _____

Reason for Leaving: _____

Position: _____ Employer: _____

Supervisor: _____ Title: _____

Address: _____

Phone: _____ Dates Employed From: _____

Responsibilities: _____

Reason for Leaving: _____

Position: _____ Employer: _____

Supervisor: _____ Title: _____

Address: _____

Phone: _____ Dates Employed From: _____

Responsibilities: _____

Reason for Leaving: _____

Applicant's Signature: _____ Date: _____

ATTACH BRIEF RESUME, INCLUDING 3 REFERENCES AND SUBMIT TO: Explore Knowledge Academy
Business Office
1711 Whitney Mesa Drive
Henderson, NV 89014

RESTRICTED PERSONAL DATA

Name _____

Social Security Number _____ - _____ - _____

Criminal Record (All Applicants)

At the time of employment your fingerprints will be researched by local, state, and federal law enforcement agencies. Your employment with Explore Knowledge Academy is temporary and probationary pending successful processing of your fingerprints. Sealed or expunged records must be revealed unless the records were expunged or sealed by court order in Nevada. Your omission of any criminal history will result in your immediate termination. The following questions must be answered truthfully:

All Applicants

Please Circle

- 1. Are you able to perform the essential tasks of the job for which you are applying? YES NO
- 2. Have you ever been convicted of an offense other than a minor traffic violation? YES NO
(DUI and DWI convictions are not minor and must be reported.) YES NO
- 3. Have you even been arrested for a felony? YES NO
- 4. Have you ever been charged with a felony? YES NO
- 5. Have you ever been convicted of a felony? YES NO
- 6. Have you ever been arrested (even if no contest or charges dropped or pled down) for a sex related offense? YES NO
- 7. Have you ever been charged (even if no contest or charges dropped or pled down) for a sex related offense? YES NO
- 8. Have you ever been convicted (even if no contest or charges dropped or pled down) for a sex related offense? YES NO
- 9. Have you ever been arrested (even if no contest or charges dropped or pled down) for a drug related offense? YES NO
- 10. Have you ever been charged (even if no contest or charges dropped or pled down) with a drug related offense? YES NO
- 11. Have you ever been convicted (even if no contest or charges dropped or pled down) of a drug related offense? YES NO
- 12. Have you ever been arrested for an act of violence, including domestic violence? YES NO
- 13. Have you ever been charged with an act of violence, including domestic violence? YES NO
- 14. Have you ever been convicted of an act of violence, including domestic violence? YES NO

Licensed Personnel

- 15. Has your professional license ever been revoked? YES NO
- 16. Have you ever been discharged or separated from a position with a school district or been asked to resign a licensed agreement? YES NO
- 17. Have you ever been the subject of an investigation by a school district or any other employer? YES NO
- 18. Have you ever had sanctions placed on your teaching certificate anywhere? YES NO
- 19. Have you ever been denied a teaching certificate anywhere? YES NO
- 20. Is disciplinary action currently pending anywhere against your certificate? YES NO

IF YOU ANSWERED YES TO ANY OF THE LAST NINETEEN QUESTIONS, YOU MUST DIRECT A CONFIDENTIAL LETTER TO THE EXECUTIVE DIRECTOR, EXPLAINING THE SITUATION(S). PLEASE INCLUDE COPIES OF THE ARREST RECORD(S), AND ANY COURT DISPOSITION DOCUMENTS.

Note: Existence of a criminal record does not constitute an automatic bar to employment.

How did you hear about employment opportunities at Explore Knowledge Academy?

Circle the number of the statement that best applies:

- 1. Does not apply (former employee)
- 2. Notified by university staff
- 3. University: _____
- 4. Referred by teacher at EKA
- 5. Responded to an advertisement in newspaper or professional journal
- 6. Referred by friend or other relative
- 7. Other _____

Former Applicant? YES NO If Yes, date applied: ___/___/___ (Contracted Teaching Experience Only)
Former Employee? YES NO If Yes, dates of service From ___/___/___ To ___/___/___

Signature of Applicant _____

Date _____