



Center for Academic Success Employment Application

Read the following instructions carefully before filling out the application for employment. All information you provide will determine your eligibility for the position. CAS participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's I-9 to confirm work authorization. Federal law requires CAS to verify identity and employment eligibility for all employees.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____

Date Available: _____ E-mail Address: _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Do you have a fingerprint card?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment – Experience (Teachers may include student teaching.)

Employer: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Employer: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Essay – For Candidates Applying for Teacher Positions Only

Please write an essay using the topic below. For your convenience, you may attach a separate sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner.

Essay Topic: The most important qualities of an effective teacher.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer for employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions the Center for Academic Success may ask regarding my prior work history and performance. I further authorize the officials to investigate my background, now and in the future, to verify the information provided and release from liability all persons and or entities supplying information regarding my background.

Signature of Candidate (in ink)

(Date)

The Center for Academic Success is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, disability, age, religion, or any other legally protected classification. This policy is in accordance with applicable state and federal laws.