

North Valley Academy Charter School
Classified Employment Application

EDUCATION

Describe your computer skills. Please include the programs in which you have skill and the level of skill you have attained, e.g., beginner, intermediate, advanced.

List any certifications you might hold and describe what the certification means to your skill set.

Institution	Name/Address	From	To	Date Graduated	Degree Earned
High School					
College					
College					
College					

Additional Training:

Honors and Special Awards:

Military Service

Branch of Military: _____ Rank: _____

Service Dates: _____ Type of Discharge: _____

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North Valley Academy Charter School
Gooding, Idaho 83330

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, do hereby authorize the authorities of North Valley Academy Charter School, Idaho Falls, Idaho, to make inquiry of my present and past employers and/or professional associates, regarding my job performance and/or job related conduct.

Exceptions, if any, are:

Signature of Applicant

Date

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PREVIOUS EMPLOYMENT (List all employment beginning with most recent. Include periods of unemployment or self-employment. If additional space is needed, attach a separate sheet.)

Current or Last Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Current or Last Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Current or Last Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

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DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that any employment relationship with North Valley Academy Charter School is of an “**at will**” nature, which means the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that the nature of this “**at will**” employment relationship may not be changed by any act unless such change is specifically acknowledged in writing by the Board of Trustees of NVA.

If this application leads to employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules, regulations, and policies of the school.

Signature of Applicant

Date

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This is an employment verification form. Please fill out the applicant portion (top section) completely, and return this form with your application. North Valley Academy Charter School will mail the form to your previous employer(s).

I, _____, authorize my former employer to furnish the information requested to North Valley Academy Charter School.

Employer Name _____

Address _____

Employer Phone Number _____ Employer Fax Number _____

Employer E-mail Address _____

Name of Applicant at Time of Employment: _____

Social Security Number _____ Dates of Employment: From _____ To _____

Position at Time of Separation: _____ Supervisor: _____

Previous employer: Please complete the following section.

Experience Verification

The person described above has applied to NVA for employment consideration. NVA has been authorized by the applicant to receive information concerning personal character, work habits, and employment records.

_____ was employed by _____ in the
Applicant Name Previous Employer

position of _____ from _____ to _____
Job Title Dates of Employment

for a total of _____ of employment.
(Yrs/Mths)

Name and title of person completing this form: _____

Company and/or School Name: _____

Address, City and State: _____

Signature: _____ Date of Signature: _____

Please return to:
North Valley Academy Charter School
906 Main Street
Gooding, Idaho 83330