

EMPLOYMENT APPLICATION—AIDE, OTHER STAFF

WELCOME AND INSTRUCTION

Thomas Edison Charter Schools are pleased to welcome your application. We ask that you fully complete and submit the information on the following pages. You may also submit additional pertinent application materials such as: letters of recommendation, unofficial university transcripts, teaching license, résumé, etc. If hired, these and other materials will be necessary to complete your employment packet.

Background Check: Any individual recommended for employment with TECS will undergo a thorough background investigation prior to finalization of employment.

Reasonable Accommodation: Any applicant who needs reasonable accommodations in any step of the application process should notify the school at 435.787.2820 (Edison North) or 435.752.0123 (Edison South).

An Equal Opportunity Employer: All applicants must qualify for Utah certification prior to employment. The Thomas Edison Charter School does not discriminate on the basis of age, race, color, religion, sex, marital status, physical disability, national origin, or any other legally protected status. As required by the State of Utah, all teachers will be licensed, certified teachers or be qualified to teach under Utah State Office of Education's alternative certification or authorization program.

GENERAL INFORMATION

| Last Name | First | Middle | Date of Applicatio | n D | ate of Availability |
|-------------------------------|----------------------------|-----------------|--------------------|-------|---------------------|
| Present Address | | City | 7 | State | Zip |
| Permanent Mailing Address | | City | y | State | Zip |
| Home Phone | Cell Phone | | E-Mail Address | | |
| Position(s) Applying For: | | | | | |
| □ Teacher's Aide | | | | | |
| □ Secretary | | | | | |
| □ Janitor | | | | | |
| □ Substitute or O | ther (Please Specify): | | | | |
| Why are you interested ir | a position at Thomas Edisc | on Charter Sch | ools? | | |
| | | | | | |
| | | | | | |
| | | | | | |
| List any associates affiliato | ed with Thomas Edison Cha | rter Schools: _ | | | |
| | | | | | |



EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

EDUCATIONAL BACKGROUND

| High Scho | ool Name | Location (Ci | ty & State) | Graduation Year G | | GPA |
|------------------------|-------------------------------------|---------------------|-------------|-------------------|----------------------|------------|
| | | | | | | |
| College Name | Location (City & State |) Degree | Major | Minor | Graduatio Year | on GPA |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| WORK EXPERIENC | Œ | | | | | |
| Name of Institution | Location: City, Sta Phone Number | te Position | Dates | Total Years | Full or Part Time | Supervisor |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Please explain any | gaps in employmen | nt not accounted fo | r. | | 7 | |
| Dates: | Reaso | n: | | | | |
| Dates: | Reaso | n: | | | | |
| | | | | | | |

REFERENCES

| Name | Years Known | Official Position | Phone | Address |
|------|-------------|-------------------|-------|---------|
| | | | | |
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DISCIPLINARY ACTION AND CRIMINAL ACTIVITY REPORT

DISCIPLINARY ACTION

| Have you ever been asked to resign from a position? ☐ Yes ☐ No ☐ If yes, please explain b | elow. | |
|---|---|---------------------------------|
| | | |
| | | |
| Has your teaching license ever been revoked? □ Yes □ No If yes, please explain below. | | |
| | I I | |
| Have you ever resigned rather than face disciplinary action by an employer and/or against your ☐ Yes ☐ No ☐ If yes, please explain below. | · license | ? |
| | | |
| CRIMINAL ACTIVTY REPORT | | |
| Due to the responsibility that the Thomas Edison Charter Schools have to its school children and the comfollowing information is needed from all applicants. A record of arrest or conviction does not prohibit enhowever, failure to complete this form accurately and completely may mean disqualification from conside employment, or may be cause for dismissal if employed. Failure to disclose all information may result in filing false information with a public agency. Applicants must report any convictions and arrests that occ to the time they initially complete this form. Questions regarding this information should be directed to | nploymei leration f prosecut ur subsec | nt; for tion for quent |
| Please read carefully and answer every question. Answer these questions truthfully, even if the convi- mately expunged, reversed, or otherwise set aside. If any of the boxes are marked "yes", fill in the info low and <u>attach a letter of explanation</u> . | | |
| Other Name(s) Used and Date(s) | | |
| Have you ever been convicted of any misdemeanor offense(s) other than traffic violations? | □ yes | □ no |
| Have you ever been convicted of a DUI offense? | □ yes | □ no |
| Have you ever been convicted of a felony? | □ yes | □ no |
| Have you ever been convicted of a sex or drug related offense? | □ yes | □ no |
| Have you ever been convicted of a dangerous crime against children? | □ yes | □ no |
| Have you ever been arrested for any offense which has not yet been resolved? | □ yes | □ no |