

## Background Information for Employment Application

**\*\*Please attach W9 form, most current resume, teaching certificate, and letters of recommendation and/or contact information of professional references to this application form.\*\***

Full legal name: \_\_\_\_\_

Other known alias (s): \_\_\_\_\_

I am a citizen of \_\_\_United States \_\_\_Other (specify) \_\_\_\_\_

Is your most recent employer listed on your resume?

\_\_\_Yes \_\_\_No (Please explain)

Have you ever been arrested?

\_\_\_No \_\_\_Yes (Please explain)

Have you ever been convicted of a crime?

- Crimes include both felonies and misdemeanors.
- Convictions include guilty pleas and conditional discharges.
- Minor traffic violations are excluded. (Driving under the influence **is not considered** a minor traffic violation)

\_\_\_No \_\_\_Yes (Please explain)

Have you ever been adjudged liable for civil penalties or subject to any court order involving sexual or physical abuse?

\_\_\_No \_\_\_Yes (Please explain)

Have you ever been disciplined or dismissed from employment or a volunteer position by any employer following an allegation of inappropriate behavior or sexual misconduct?

\_\_\_No \_\_\_Yes (Please explain)

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment as part of my application for employment with \_\_\_\_\_ School and that answers given by me during the hiring process are true and correct without any mental reservation whatsoever. I understand that any omission or misstatement of material fact on this application, my resume, or any other document, or made during the hiring process used to secure employment shall be grounds for rejection of my application and for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I authorize \_\_\_\_\_ School to thoroughly investigate my references, work record, education and any other matters related to my suitability for employment and, further, authorize my former employers to disclose to \_\_\_\_\_ School any and all of my employment records, including disciplinary reports and letters of reprimand, without giving me notice of such disclosure. In addition, I hereby release my former employers, their respective directors, officers, employees and agents, and all other persons from any and all claims, demands, and liabilities arising out of or in any way related to such an investigation or disclosure.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date