



N.E.W Academy Canoga Park
Application for Employment

Date: _____

PERSONAL INFORMATION

Name (Last, First, MI)	Email:
Street Address	Home Telephone ()
City, State, Zip Code	Cell Number ()

EMPLOYMENT DESIRED

Position Desired	If hired, on what date will you be available to start work?
How did you learn about this opening?	Do you want to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
What days and hours are you available for work?	

EDUCATION HISTORY

School	Name & Location	Course studied	Years attended	Did you graduate	Degree or Diploma
High School					
College					
University					
Trade, Business or Correspondence School					

List languages, other than English, that you are familiar with:

- Language _____ Read Speak Write Fluent Some
- Language _____ Read Speak Write Fluent Some
- Language _____ Read Speak Write Fluent Some

CREDENTIAL/CERTIFICATION/LICENSE INFORMATION

Answer the following questions if you are applying for a certified position

Credential/Certification/License Type	Name of Credential/Certification License
Issuing state	License/certification number
If Credential/ Certification/ License is pending, date expected	Has your license/certification ever been revoked or suspended? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, state reason(s)

EMPLOYMENT HISTORY

Please list below all present and past employment for the last 10 years, starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

FROM	TO	EMPLOYER	TELEPHONE # () -
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE # () -
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE # () -
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	

REFERENCES:

List below three persons not related to you who have knowledge of your work performance within the least five years.

Name: _____ Number of Years Acquainted: _____ Organization/Company: _____ Occupation: _____ Telephone No _____
Name: _____ Number of Years Acquainted: _____ Organization/Company: _____ Occupation: _____ Telephone No _____
Name: _____ Number of Years Acquainted: _____ Organization/Company: _____ Occupation: _____ Telephone No _____

LEGAL INFORMATION

Have you ever applied for employment with us? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes: Month _____ Year _____	Are you at least 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes
If hired, can you present evidence of your U.S. citizenship or proof of our legal right to live and work in this country? <input type="checkbox"/> No <input type="checkbox"/> Yes	If hired, would you have a reliable means of transportation to and from work? <input type="checkbox"/> No <input type="checkbox"/> Yes
Have you ever been dismissed or asked to resign from any position? <input type="checkbox"/> No <input type="checkbox"/> Yes	Are you willing to be fingerprinted? <input type="checkbox"/> No <input type="checkbox"/> Yes

Have you ever been convicted of a criminal offense (felony or misdemeanor), or do you currently have a felony or misdemeanor charge pending?

No Yes If yes, state nature of the crime(s), when and where convicted and disposition of the case:

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made.

If you need a reasonable accommodation to participate in the hiring process, **N.E.W. Academy** will provide you with one upon notice.

My submission of this application authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source (except in relation to prior contractual agreements, public policy, legal/labor/education code, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district/County Office.

Signature _____