

EMPLOYMENT APPLICATION



THE VILLAGE CHARTER SCHOOL

1747 N FAIRMEADOW DRIVE
BOISE, ID 83704
(208) 336-2000

POSITION(S) APPLYING FOR:

Please consider me for:

Full Time

Part Time

★ **All Applicants:** If hired, you will be required to complete a background investigation check.

Certified (Teaching) Position Applicants, to be attached:

- ★ **Certification and Credentials** - All certified personnel applying to The Village Charter School must include a **copy** of a valid Idaho Education Credential and Endorsements covering their area of employment.
- ★ **Educational Placement:** All certified personnel applying to The Village Charter School must include a **copy** of secondary education transcripts documenting the award of a degree.

For this application I have submitted a copy of (select one):

Idaho Teaching Credential

I'm currently completing a teacher educ. program.

Idaho Teaching Credential Application in Process
(include acceptance letter from the State of Idaho)

Other (explain)

What year and state did you receive your initial certification:

Please list the endorsements included in your current Idaho certification:

PERSONAL INFORMATION:

Legal Name:	Last	First	Middle
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Contact Info:	Cell #:	Home #:	E-mail:
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Mailing Address:

★ Date of most recent Background Investigation Check with the State of Idaho:

Yes No Are you related to any employee or Board member of The Village Charter School?

Yes No Have you ever been charged or convicted of a felony or misdemeanor?
If yes, please explain.

Yes No Do you hold a valid Idaho Driver's License?

Do you speak a second language? If so, what language?

Read or write a second language?

EDUCATION AND TRAINING - including credits earned after your last degree:

College/University:	Address:	Dates Attended:	Degree/Date:	Major:
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College/University:	Address:	Dates Attended:	Degree/Date:	Major:
College/University:	Address:	Dates Attended:	Degree/Date:	Major:

ADDITIONAL TRAINING OR PROFESSIONAL DEVELOPMENT - Include those relevant to the position being applied for (including a CPR certificate):

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WORK EXPERIENCE - List most recent first (do not include substitute or student teaching):

Employer:	Address:	Dates Employed:	Position Held:
Supervisor and Telephone:		Reason for Leaving:	
Employer:	Address:	Dates Employed:	Position Held:
Supervisor and Telephone:		Reason for Leaving:	
Employer:	Address:	Dates Employed:	Position Held:
Supervisor and Telephone:		Reason for Leaving:	
Employer:	Address:	Dates Employed:	Position Held:
Supervisor and Telephone:		Reason for Leaving:	

PERSONAL REFERENCES (Certificated Applicants must attach three written references):

Name:	Telephone/City/St:	Relationship:	Known this person for how long:
Name:	Telephone/City/St:	Relationship:	Known this person for how long:
Name:	Telephone/City/St:	Relationship:	Known this person for how long:

Please tell us why you want the job that you are applying for, and how you are uniquely qualified:

★ **REQUIRED ATTACHMENTS:**

- A copy of your Idaho Certification or alternative as listed at the beginning of this application.
- Unofficial copies for all colleges attended.
- A copy of your current resume, including **all** teaching experience.
- Copies of three (3) written personal references.
- Release of Information Form From Past Employers.
- You may attach any additional information not included on this application.

★ By signing this form, applicant consents, upon hire, to be fingerprinted and submit to a background investigation check as required by IC 33-130, and to furnish the results to The Village Charter School.

I hereby certify that the information herein is a true and complete statement of my personal and professional record to date.

Signature _____ Date _____

IMPORTANT ! WHEN COMPLETED, PLEASE PRINT AND SIGN THIS APPLICATION

TO E-MAIL - SCAN THIS APPLICATION AND ALL ATTACHMENTS AND E-MAIL TO: HR@TheVillageCharterSchool.org

OR, MAIL OR HAND DELIVER TO: **1747 N Fairmeadow Dr., Boise, ID 83704**

FOR POSTED POSITIONS:

Once you have completed your application and have submitted all required materials, you will be eligible for an interview. Successful candidates will be submitted for final approval for hire to the Board of Trustees for The Village Charter School.

★ If hired, you will be required to provide an original and current Idaho Certification and official educational transcripts.