

# EMPLOYMENT APPLICATION CERTIFICATED

Please circle one (if known): IEM CWCS SSCS OGCS SMCS

POSITION DESIRED \_\_\_\_\_

## APPLICATION REQUIREMENTS

- ✓ Application Form and Resume
- ✓ Formal Letter of Interest
- ✓ Three Letters of Reference
- ✓ Copy of Valid Multi-Subject Teaching Credential
- ✓ Copy of NCLB Certification
- ✓ Copy of CBEST Verification
- ✓ Copy of Transcripts

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Cellular # (\_\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_ Other # (\_\_\_\_\_) \_\_\_\_\_

Have you ever worked for an IEM managed Charter School?

Yes  No

If YES, when, where and in what capacity \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you ever worked for a school district?

Yes  No

Are you related to any employee of this organization?  Yes  No If YES, list name and relationship to you \_\_\_\_\_

## RECORD OF TEACHING and/or PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office?  Yes  No

If YES, give name of district/county office and date of contract expiration \_\_\_\_\_

Have you been dismissed or asked to resign from any position?  Yes  No If YES, provide letter of explanation.

**List all paid experience in chronological order, most recent first. Please account for all gaps in employment.**

(1) Employer \_\_\_\_\_

Address \_\_\_\_\_

Please check type of school:  Public  Private  Vocational  Community School  Other \_\_\_\_\_

Number of years employed as a **fully-credentialed** teacher \_\_\_\_\_  Full-time  Part-time

Number of years employed as: Substitute \_\_\_\_\_ Intern \_\_\_\_\_ Emergency Permit Teacher \_\_\_\_\_

Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

OK to contact?  Yes  No Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_

Reason for leaving position \_\_\_\_\_

(2) Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Please check type of school:  Public  Private  Vocational  Community School  Other \_\_\_\_\_  
Number of years employed as a *fully-credentialed* teacher \_\_\_\_\_  Full-time  Part-time  
Number of years employed as: Substitute \_\_\_\_\_ Intern \_\_\_\_\_ Emergency Permit Teacher \_\_\_\_\_  
Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  Yes  No Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

(3) Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Please check type of school:  Public  Private  Vocational  Community School  Other \_\_\_\_\_  
Number of years employed as a *fully-credentialed* teacher \_\_\_\_\_  Full-time  Part-time  
Number of years employed as: Substitute \_\_\_\_\_ Intern \_\_\_\_\_ Emergency Permit Teacher \_\_\_\_\_  
Inclusive Dates: From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
OK to contact?  Yes  No Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_  
Reason for leaving position \_\_\_\_\_

### EMPLOYMENT REFERENCES

(1) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

(2) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

(3) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_

(4) Position Held \_\_\_\_\_ Employer \_\_\_\_\_ City/State \_\_\_\_\_  
Name and Title of Immediate Supervisor \_\_\_\_\_  
Work phone # (\_\_\_\_\_) \_\_\_\_\_ Other phone # (\_\_\_\_\_) \_\_\_\_\_ Dates To \_\_\_\_\_ From \_\_\_\_\_

## RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

### *List highest attainment first*

(1) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(2) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(3) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

(4) Name of College or University \_\_\_\_\_  
Address \_\_\_\_\_  
Field of Study: Major \_\_\_\_\_ Minor \_\_\_\_\_  
Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_ Degree Awarded \_\_\_\_\_

Number of Post Baccalaureate Units \_\_\_\_\_  Semester  Quarter  
(Correct number of units are very important as they are used to determine salary placement.)

List languages that you are familiar with other than English.  
(If this position does not require bilingual skills, this question is optional)

(1) \_\_\_\_\_  
 Read  Speak  Write  Fluent  Some

(2) \_\_\_\_\_  
 Read  Speak  Write  Fluent  Some

### CREDENTIAL INFORMATION

Do you hold a valid California Teaching Credential?  Yes  No

Are you NCLB Certified?  Yes  No

School District that completed your NCLB certification: \_\_\_\_\_ Date Certified \_\_\_\_\_

*(Please submit a copy of your NCLB certification paperwork with this application)*

**List all types of valid K-12 credentials you currently hold.**

(1) Type/Authorization \_\_\_\_\_

NCLB certified?  \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

(2) Type/Authorization \_\_\_\_\_

NCLB certified?  \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

(3) Type/Authorization \_\_\_\_\_

NCLB certified?  \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

(4) Type/Authorization \_\_\_\_\_

NCLB certified?  \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

Additional Certificates Held:  BBC  BCLAD  CLAD  LDS  Other \_\_\_\_\_

If you do not currently hold a valid teaching credential, through which college or university have you applied?

\_\_\_\_\_ Date applied \_\_\_\_\_

Date CBEST passed \_\_\_\_\_ Anticipated test date \_\_\_\_\_

Have you taken the CSET?  Yes  No Passed:  Yes  No Date: \_\_\_\_\_

Have you taken the MSAT?  Yes  No Passed:  Yes  No Date: \_\_\_\_\_

Have you taken another exam?  Yes  No Passed:  Yes  No Date: \_\_\_\_\_

Name of Exam: \_\_\_\_\_

Have you ever taught or been an administrator in California?  Yes  No

Have you ever had a credential suspended or revoked, or received any other type of disciplinary action from any teaching or licensing agency of any type, from any state or country?  Yes  No

If YES, please indicate action  Revocation  Suspension  Other \_\_\_\_\_

Explain when, where, why action was taken, and current status (*Explanation Required*) \_\_\_\_\_

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## APPLICATION GUIDELINES

Thank you for your interest in employment with an IEM managed Charter School. Please keep in mind the following important suggestions as you prepare your application:

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and the position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. The Personnel Department CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Innovative Education Management. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.

### REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor?  Yes  No  
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, before employment, submit verification of your legal right to work in the United States?  Yes  No
- (3) Do you object to the contacting of references other than those provided?  Yes  No
- (3) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation.  Yes  No

*I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Charter School reserves the right to disregard any application which is not fully complete and signed by the applicant.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO:

Human Resources Department  
661 5<sup>th</sup> Street, Suite 207  
Lincoln, CA 95648

[www.ieminc.org](http://www.ieminc.org)

Equal Opportunity Employer

PERSONNEL SERVICES

AUTHORIZATION TO RELEASE INFORMATION

It is the policy of all IEM managed charter schools to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with any IEM managed charter school, I authorize my current and past employers and current and past work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the charter school any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers.)

I expressly and without reservation waive my right to review the information collected in the reference checks.

The charter school will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position which I have applied. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy or a fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE CHARTER SCHOOL AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS, THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILFULL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY APPLICABLE LAW.

\_\_\_\_\_  
Candidate's Full Name (Print)

\_\_\_\_\_  
Other Last Names You Have Used (if any)

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

## IEM Schools Education Specialist Pre-Interview Questionnaire

(Please complete and return with your employment application if applying for the position of Education Specialist with an IEM school.)

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Counties you wish to work in: \_\_\_\_\_ State: \_\_\_\_\_

Computer Knowledge: .

- I consider myself a computer: (circle one) expert  average  user  novice  illiterate
- I own and operate the following: \_\_PC \_\_Mac \_\_Printer \_\_ISP connection
- I use the following programs: \_\_Word \_\_Excel \_\_Database \_\_Email \_\_Internet \_\_Chat

List experience in or knowledge of alternative education programs: \_\_\_\_\_  
\_\_\_\_\_

What do you believe to be the parent's role in education? \_\_\_\_\_

I have knowledge and/or experience with the following educational philosophies:

(Check all that apply)

\_\_Classical \_\_Unschooling \_\_Unit Study \_\_Montessori \_\_Waldorf  
\_\_Delayed Academics \_\_Traditional \_\_Other: \_\_\_\_\_

Please briefly list what you believe to be your 4 greatest strengths as an educator:

\_\_\_\_\_  
\_\_\_\_\_

Do you have a system of organization that you use to accomplish tasks? \_\_\_\_\_

Explain how you organize your time to meet deadlines: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly list the 4 things you desire most in a work environment and hope to find with IEM:

\_\_\_\_\_  
\_\_\_\_\_

Do you see your role as an educator as a (choose the best choice):

\_\_ director of the student's education \_\_ education facilitator \_\_ educational consultant

Please explain your above choice: \_\_\_\_\_  
\_\_\_\_\_

I am looking for (select all that apply): \_\_\_\_ undecided \_\_\_\_ part-time work \_\_\_\_ full-time position

\_\_\_ a long-term career \_\_\_ opportunity for advancement