

EMPLOYMENT APPLICATION - CLASSIFIED

IEM ___ School: CWCS ___ OGCS ___ SCS ___ SMCS ___

POSITION DESIRED:

APPLICATION REQUIREMENTS

- ✓ Application Form and Resume
- ✓ Formal Letter of Interest
- ✓ Three letters of Reference

PERSONAL INFORMATION

Name _____ Social Security Number _____ - _____ - _____

Address _____

City _____ State _____ Zip _____

Home Phone Number (_____) _____ - _____ Work Phone Number (_____) _____ - _____

Fax Number (_____) _____ - _____ Cellular (_____) _____ - _____ E-mail Address _____

Have you ever worked for an IEM managed charter school or IEM?

YES NO

Have you ever worked for a school district?

YES NO

If YES, when, where and in what capacity? _____

Reason for Leaving _____

Are you related to any employee of this organization? YES NO If YES, list name and relationship to you _____

Have you been dismissed or asked to resign from any position? YES NO *If YES, a letter of explanation must accompany application.*

How many jobs have you held in the past ten (10) years? _____

EMPLOYMENT RECORD

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

Employer _____

Address _____ Position Title _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? YES NO Contact phone number (_____) _____ - _____ Alternate phone number (_____) _____ - _____

Reason for leaving position _____

Employer _____
 Address _____ Position Title _____
 Inclusive Dates: From _____ To _____ Annual Salary _____
 Name and Title of Immediate Supervisor _____
 OK to contact? YES NO Contact phone number (_____) _____ - _____ Alternate phone number (_____) _____ - _____
 Reason for leaving position _____

Employer _____
 Address _____ Position Title _____
 Inclusive Dates: From _____ To _____ Annual Salary _____
 Name and Title of Immediate Supervisor _____
 OK to contact? YES NO Contact phone number (_____) _____ - _____ Alternate phone number (_____) _____ - _____
 Reason for leaving position _____

EMPLOYMENT REFERENCES

Position Held _____ Employer _____ City/State _____
 Name and Title of Immediate Supervisor _____
 Work Phone Number (_____) _____ - _____ Other Phone Number (_____) _____ - _____ Dates: From _____ To _____
 Position Held _____ Employer _____ City/State _____
 Name and Title of Immediate Supervisor _____
 Work Phone Number (_____) _____ - _____ Other Phone Number (_____) _____ - _____ Dates: From _____ To _____
 Position Held _____ Employer _____ City/State _____
 Name and Title of Immediate Supervisor _____
 Work Phone Number (_____) _____ - _____ Other Phone Number (_____) _____ - _____ Dates: From _____ To _____

EDUCATION and TRAINING

Check the appropriate box if you possess one of the following:

- High School Diploma GED Certificate High School Proficiency Certificate

Highest Grade or Educational Level _____
 College or University Attended: _____
 Address: _____
 Field of Study: Major _____ Minor _____
 Dates Attended: From _____ To _____ Degree Awarded _____

College or University Attended: _____

Address: _____

Field of Study Major: _____ Minor _____

Dates Attended: From _____ To _____ Degree Awarded _____

List any other business, trade or special training (give locations and dates if applicable) _____

EMPLOYMENT SKILLS

Typing (WPM) _____ Shorthand (WPM) _____

What type of computer system are you most familiar with?

IBM

MacIntosh

List all computer software in which you are proficient. _____

List all computer software with which you are familiar _____

Check the box of the office machines that you can operate

Computer

Machine Transcription

FAX

Copy /Printer

Ten Key

List other office machines that you can operate _____

List special licenses or certificates you hold _____

List languages, other than English, that you are familiar with *(optional if position does not require bilingual skills)*

 Speak Read Write Fluent Some

 Speak Read Write Fluent Some

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 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 become the property of Innovative Education Management and cannot be returned to applicant. 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 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
- 4) 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 5th Street, Suite 207
Lincoln, CA 95648
www.ieminc.org

Equal Opportunity Employer

PERSONNEL SERVICES

AUTHORIZATION TO RELEASE INFORMATION

It is the policy of the charter school to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three (3) 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 the 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)

X _____
Candidates Signature

Date