



NEW DESIGNS CHARTER SCHOOL

University Park Campus

2303 S. Figueroa Way Los Angeles, CA. 90007

Tel: 213-765-9084 Fax: 213-765-0139

Watts Campus

12714 S. Avalon Blvd. Los Angeles, CA 90061

Tel: (323) 418-0600 Fax: (323) 418-1600

Website: www.newdesignscharter.com

Fully accredited by the Western Association of School and Colleges (WASC) in grades 6-12.

APPLICATION FOR EMPLOYMENT

Please fill out this application completely. Use black or blue ink only. Print clearly.

EMPLOYEE INFORMATION:

Last Name

First Name

Middle Name

Street

City

State

Zip Code

Home Phone

Cell Phone

E-Mail Address

Date of Birth

POSITION:

Title of the position you are applying for.

EDUCATION HISTORY: *Start with the most recent*

College/University	Dates Attended	Degree(s)	Major(s) / GPA	Minor(s)

EMPLOYMENT HISTORY:

	Present / Most Recent Employer	Previous Employer	Previous Employer
Name of Organization			
Position			
Supervisor			
Phone Number			
Dates Employed			
Reason for Leaving			

CONFIDENTIAL INFORMATION: Please carefully read and answer all questions. Circle your responses.

Have you passed the California Basic Educational Skills (CBEST)?	YES	NO
Can you provide evidence that you have the legal right to work in the U.S.?	YES	NO
Have you ever been discharged, dismissed, or not re-employed for the ensuing school year, pursuant to Education Code Section 44949, from any position because of misconduct or unsatisfactory service? (If you answered "YES" please explain on a separate sheet of paper.)	YES	NO
Have you ever had teaching or administrative credential suspended or revoked? (If you answered "YES" please explain on a separate sheet of paper.)	YES	NO
Have you ever resigned a teaching position or other employment in lieu of disciplinary action? (If you answered "YES" please explain on a separate sheet of paper.)	YES	NO
Have you ever left a teaching or administrative position without official approval of the governing board? (If you answered "YES" please explain on a separate sheet of paper.)	YES	NO

PLEASE READ CAREFULLY BEFORE SIGNING

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that all of the facts and statements made in this Application for Employment are true and complete to the best of my knowledge. Further, I understand that any misstatement, misrepresentation, or omission of information on my part may subject me to disqualification for consideration for employment or, if employed, my dismissal. If I am employed, false statements, omissions or misrepresentations may result in my dismissal.

I understand that my placement on the salary schedule at the School shall be based upon the certifications, credentials, and experience I confirm for the School at the time of hire. Unless I provide further evidence to the School affecting my placement on the salary schedule within thirty (30) days of my hire, my placement shall not be subject to change until the following year and I shall not be eligible for any retroactive pay in connection with my initial placement.

I hereby authorize the School to conduct an investigation of any of the information set forth in this Application for Employment.

I further understand that my employment will be contingent upon, as a condition of employment, my successful fulfillment of requirements that include but are not limited to: a) fingerprinting for a background clearance for employment in a public school; b) clearance through a background investigation for employment in a public school, including reference checks; c) submission of proof that I am free of tuberculosis risk factors (or active tuberculosis, if risk factors were identified); d) submission of documentation to verify my identity and my right to work in the United States; and e) as required by the position, submission to and passing of a drug and/or alcohol screening to obtain and retain employment.

Applicant's Signature: _____

Date: _____

APPLICANT AUTHORIZATION TO RELEASE INFORMATION

I, _____ (print name), hereby authorize the School to contact the employers I listed under Employment History above regarding my prior employment. I agree that the School may ask questions regarding the following:

Applicant
Initials: _____

Applicant
Initials: _____

_____ Dates of Employment

_____ Eligibility for Rehire

_____ Job Title

_____ Reason for Leaving

I acknowledge by my signature that my former employer is released from any and all claims, demands, or liabilities arising out of or in any way related to the disclosure of the information above. By initialing the items above, I acknowledge that I have authorized my former employer to release such information.

I further acknowledge by my signature that my potential employer is released from any and all claims, demands, or liabilities arising out of or in any way related to contacting my prior employers.

I have read and reviewed the foregoing Applicant Authorization to Release Information and I understand its contents. I further understand that my refusal to initial all areas regarding content of questioning may disallow the School from considering me for this position.

CAUTION: THIS IS A RELEASE. READ THOROUGHLY BEFORE SIGNING.

Executed at _____, California, on _____.
(City) (Date)

Applicant's Signature

New Designs Charter School is an equal opportunity employer and does not discriminate on the basis of race, national origin, ancestry, color, religion, creed, gender, sexual orientation, marital status, age, disability, or any other basis prohibited by federal, state, or local laws.