

# STANDARD APPLICATION

## For Cleaning Positions in Spanish for fun! Inc.

(PLEASE PRINT OR TYPE)

**WHICH LOCATION WILL YOU LIKE TO WORK?**

100 Endeavor Way Cary, N.C. 27513

8000 Glenwood Ave. Raleigh, N.C. 27612

Date: \_\_\_\_\_

**NAME**

\_\_\_\_\_

LAST                      FIRST                      MIDDLE                      SOCIAL SECURITY NUMBER<sup>1</sup>

**PRESENT ADDRESS**

\_\_\_\_\_

STREET                      (AREA CODE) TELEPHONE

\_\_\_\_\_

CITY                      STATE                      ZIP CODE

**PERMANENT ADDRESS**

\_\_\_\_\_

STREET                      (AREA CODE) TELEPHONE

\_\_\_\_\_

CITY                      STATE                      ZIP CODE

**E-MAIL ADDRESS (IF AVAILABLE)** \_\_\_\_\_

**LIST, IN ORDER OF PREFERENCE, THE AGE GROUP AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### CERTIFICATION

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

DATE AVAILABLE FOR EMPLOYMENT \_\_\_\_\_

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST?

LONG-TERM        YES        NO                      SHORT-TERM        YES        NO

\_\_\_\_\_  
 Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

## EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:

Please list activities that you are qualified to supervise or coach:

If you have not been previously employed in a teaching position, please complete the following:

### REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal or the director of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

### GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| Were you ever convicted of a criminal offense?                                    | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Are you currently under charges for a criminal offense?                           | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you ever forfeited bond or collateral in connection with a criminal offense? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Within the last ten years, have you been fired from any job for any reason?       | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Within the last ten years, have you quit a job after being notified that you      | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

would be fired? \_\_\_\_\_

Have you ever been professionally disciplined in any state? \_\_\_\_\_

Yes  No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment? \_\_\_\_\_

Yes  No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation below or on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.**

Reason:

**NC State Police Criminal Background Check**

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the NC State Police. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

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**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of \_\_\_\_\_ (school district) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Candidate (in ink)**  
**[Must be original]**

