



Charter School for Applied Technologies
2303 Kenmore Avenue
Buffalo, NY 14207
(716) 876-7505

Application For Employment
 (Non-Instructional)

PERSONAL INFORMATION—PLEASE PRINT

LAST NAME	FIRST NAME	MIDDLE NAME
POSITION APPLYING FOR	DATE AVAILABLE	EMAIL ADDRESS
PRESENT STREET ADDRESS	CITY STATE ZIP	HOME PHONE ()
ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME? ____YES ____NO IF YES, PLEASE GIVE DETAILS.		ALT PHONE ()
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? ____YES ____NO	REFERRED BY: ____WEBSITE ____NEWSPAPER ____SCHOOL ____EMPLOYEE ____AGENCY ____ON MY OWN ____OTHER	NAME OF REFERRAL:
HAVE YOU EVER BEEN CONVICTED OF A CRIME? ____YES ____NO IF YES, GIVE DETAILS. CONVICTION OF AN OFFENSE IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. ALL CIRCUMSTANCES WILL BE CONSIDERED; INCLUDING THE NATURE OF THE CRIME AND THE LENGTH OF TIME SINCE CONVICTION.		

EDUCATION—LIST EDUCATION, FORMAL TRAINING, LICENSE, CERTIFICATES AND DEGREES

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL (INCLUDE CITY AND STATE)	COURSE OF STUDY	CHECK LAST YEAR COMPLETED
		DEGREE RECEIVED	
HIGH SCHOOL			____9 ____10 ____11 ____12
JUNIOR COLLEGE			____1 ____2
COLLEGE			____1 ____2 ____3 ____4
GRADUATE SCHOOL			____1 ____2 ____3 ____4
BUSINESS, TRADE SCHOOL, OTHER			

LIST OF PROFESSIONAL LICENSES OR CERTIFICATIONS HELD:

TYPE OF LICENSE OR CERTIFICATION: _____	LICENSE #: _____	STATE: _____	YEAR AWARDED _____
TYPE OF LICENSE OR CERTIFICATION: _____	LICENSE #: _____	STATE: _____	YEAR AWARDED _____

SPECIAL SKILLS – COMPLETE IF APPLICABLE TO POSITION SOUGHT

____ TYPING SPEED ____ W.P.M. ____ STENO ____ W.P.M ____ CALCULATOR ____ WORD PROCESSING ____ COMPUTER ____ DATA ENTRY ____ OTHER OFFICE MACHINES USED: _____ _____ _____	INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE: DO YOU HAVE A VALID DRIVER'S LICENSE: ____YES ____NO IF YES, FROM WHICH STATE? _____ LIC # _____
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EMPLOYMENT DATA

Your work experience is an important factor in finding a position for which you are well suited. List your employment starting with your most recent position. Include military service in the U.S. Armed Forces. Do not exclude any employment. If you need more space, attach a resume or additional sheet.

DO YOU AUTHORIZE INQUIRY ABOUT YOU FROM PRESENT EMPLOYER? ____ YES ____ NO PHONE () _____					
DATES	NAME AND ADDRESS OF EMPLOYER	POSITION AND SUPERVISOR	LIST MAJOR DUTIES	WAGES	REASON FOR LEAVING
FROM Month/Year		JOB TITLE		STARTING \$ Per	RESIGNED LAYOFF DISCHARGED OTHER REASON:
TO Month/Year		SUPERVISOR'S NAME		FINAL \$ Per	
		TELEPHONE NUMBER			
FROM Month/Year		JOB TITLE		STARTING \$ Per	RESIGNED LAYOFF DISCHARGED OTHER REASON:
TO Month/Year		SUPERVISOR'S NAME		FINAL \$ Per	
		TELEPHONE NUMBER			
FROM Month/Year		JOB TITLE		STARTING \$ Per	RESIGNED LAYOFF DISCHARGED OTHER REASON:
TO Month/Year		SUPERVISOR'S NAME		FINAL \$ Per	
		TELEPHONE NUMBER			
FROM Month/Year		JOB TITLE		STARTING \$ Per	RESIGNED LAYOFF DISCHARGED OTHER REASON:
TO Month/Year		SUPERVISOR'S NAME		FINAL \$ Per	
		TELEPHONE NUMBER			

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM.

- I authorize the Charter School for Applied Technologies to obtain information concerning former employers and others, and I release all concerned from any liability in connection therewith.
- I declare that my answers to the questions on this application are true and complete to the best of my knowledge and belief. I understand that any false statements, or omissions of facts called for appearing on this or any other employment form will be sufficient reason not to hire me, and if discovered after my employment, may result in immediate dismissal at the company's sole discretion.
- If employed, I will abide by the rules, regulations, and statements of policy which now exist, or which may, from time to time, be added to, modified or changed, as circumstances warrant, at the sole discretion of the company.
- I understand that this application for employment is not a contract and is not intended to confer or create contractual rights of any kind or nature. If employed, employment is on an at-will basis and may be terminated at any time and for any reason, with or without cause by either the employee or the Charter School for Applied Technologies unless I and an authorized office of the Charter School for Applied Technologies have signed a separate written contract to the contrary. Employment is contingent upon acceptable result of fingerprinting clearance and Board of Trustees approval.

This is to inform you that as part of our procedure for processing your application based on information herein, an investigative report may be made whereby information is obtained through personal interviews with third parties.

I have read and understand the above.

SIGNATURE OF APPLICANT

DATE

The Charter School for Applied Technologies is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender or national origin.