



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		SOCIAL SECURITY NUMBER <i>(Optional)</i>
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 _____

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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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Days available (check)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours available	from to	from to	from to	from to	from to	from to	from to

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	POSTION 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 our 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.