

APPLICATION FOR NON-CERTIFIED EMPLOYMENT

The Mountain Community School

To Learn To Love To Learn

Please submit Application, References, Transcripts, etc., to: The Mountain Community School
613 Glover Street
Hendersonville, NC 28792
Attention: Personnel

Personal Information

The following information is requested by the Federal Government in order to monitor compliance with equal opportunity laws. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, The Mountain Community School is required to note the information on the basis of visual observation or surname. If you do not furnish the information, please mark the appropriate box below.

I do not wish to furnish this information

ETHNICITY: Not Hispanic or Latino Hispanic or Latino

Race: Asian American Indian or Alaska Native

Black Native Hawaiian or Other Pacific Islander

White

Name: _____
 First Middle Last Nickname

Address: _____
 Street City State/Country Zip

Telephone (H): (____) _____ (W): (____) _____ Contact: (____) _____

Social Security # _____ Date available for employment _____

Position for which application is being made: _____

Would you prefer to work Full Time or Part Time? _____

Acceptable salary range _____

Are you a US citizen? Yes _____ No _____ .

If no, are you currently authorized to work in the US? Yes _____ No _____.

Alien Registration Number _____ Expiration date _____.

Educational Background

School(s)	Name and address of School or University	Area of Study	Circle the last year that you completed	Years attended From To	Did you graduate?	Type of Degree
High School			9 10 11 12			
College			1 2 3 4			
Other (Specify)						

What professional licenses do you hold? _____

Certificate: Yes No

In what professional or scientific associations do you hold membership? _____

List computer programs with which you have experience or expertise _____

Typing Speed _____ Shorthand Speed _____

Have you had any experience with or exposure to charter schools? Yes No If yes, please describe. _____

Work Experience

Please account for all periods of time not covered by educational and military service; include periods of travel, self-employment and unemployment. List present or last employer first.

Employer's Name and Address	Job Title	Dates of Employment	Wage or Salary	Name of Immediate Supervisor	Reason for Leaving

May we contact your present or last employer? Yes No

References

In order to be considered for employment at The Mountain Community School, it is the applicant's responsibility to provide the names of at least three references.

Name of Reference	Position/Relationship	Complete Mailing Address	Work Phone	Office Phone

References from relatives or persons who can evaluate only your personality and character are not acceptable.

Health History

Are there any health issues that might prevent you from fulfilling your job responsibilities? Yes No If yes, please explain _____

The Mountain Community School will be a smoke-free environment. Can you comply? _____

Additional Information

Please check the appropriate answer:

Yes No

____ Have you ever been suspended, dismissed, fired, or discharged from a position of employment?

____ Have you ever been asked to resign from a position of employment, or resigned to avoid being discharged?

____ Have you ever been convicted of any violation of the law other than a minor traffic ticket?

____ Do you have criminal charges or procedures pending?

If your answer to any of the above questions is yes, please explain on a separate page and include in this application.

Driver's License Number _____ State _____ Class _____

To avoid conflict of interest, list any member of the board of directors of The Mountain Community School, any local school board member, administrator, or supervisor in the school system to whom you are related and cite the relationship.

Additional Information

What experiences have you had in working with children? _____

List below those special talents or interests you have which would be useful in this job. _____

In the space below, please tell us about your future goals, including the reasons you would like to work for The Mountain Community School, and other information that will help us form a better understanding of you as a person.

The undersigned applicant/employee hereby expressly authorizes the Board of Directors of The Mountain Community School, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records. I further authorize any former employer, person, firm, corporation,

credit agency, administrative body or governmental agency to give to the Board of Directors of The Mountain Community School, its agents or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Directors of The Mountain Community School, its members, officers, agents, or its employees, I hereby release the Board of Directors of The Mountain Community School and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for immediate dismissal.

Date _____ Signature _____

It is the policy of The Board of Directors of The Mountain Community School not to discriminate in the hiring of employees on the basis of age, race, ethnicity, national origin, gender, religion, or disability.

**FALSE INFORMATION ON THIS APPLICATION SHALL BE CONSIDERED
SUFFICIENT CAUSE FOR IMMEDIATE DISMISSAL
CRIMINAL RECORDS PROCEDURE**

A criminal records check at State and Federal levels will be done on each newly hired employee. If the criminal records check shows that the employee has been convicted of a felony, then the employee will be dismissed.

If the criminal records check shows that the employee has been convicted of a misdemeanor within the proceeding 10-year period, then the Board of Directors will look at each individual's record and decide whether to continue employment or dismiss the employee. The Board will consider issues such as how long ago the misdemeanor occurred, type of misdemeanor committed, and the area of assignment where the employee would be working.

Anyone who has been convicted of a serious misdemeanor or convicted of a misdemeanor involving morals or drugs or deals with any conviction due to abuse of children, will be dismissed without review by the Board.

