



Global Concepts Charter School

NON-INSTRUCTIONAL EMPLOYMENT APPLICATION

Personal Information:

Full Name: _____
Last *First* *M.I.*

Address: _____
 Street Address Apartment/Unit #

_____ City State Zip Code

Phones: _____
 Home Cell Work

Date of previous Military Service, *if applicable*: _____

Check Types of Employment in which you are interested: Full Time Part Time

Position(s) I would like to be considered for:

- Clerical
- Custodial/Maintenance - Do you have a NYS driver's license? Yes No
- School Monitor
- Other: _____

Education:

Education	Name & Address of Location	Circle Last Year Completed	Did you Graduate? Yes/No	Subjects Studied & Degree(s) Received
High School				
College				
Trade School				

References: Please list at least three people who have closely observed and supervised your work.
Names of present and/or previous employers/supervisors are preferred.

Name	Business	Address	Phone Number

Former Employers: Please list below your last four employers starting with the most recent.

Date: Month/Year	Name & Address of employer	Salary (upon leaving)	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

Related Skills: (Typing, Driver's License, etc.)

Applicant's Certification:

I certify that all information provided on this application form, and all other information provided in connection with my candidacy for employment, is complete, accurate, and true. I understand that the provision of any false or misleading information, or any omission, will constitute grounds for disqualification or disciplinary action that may include termination of employment. I hereby authorize Global Concepts Charter School to contact any and all persons and entities, including but not limited to all of my present and/or former employers, in connection with the evaluation of my candidacy for employment. I also authorize any and all persons or entities, including but not limited to all of my present and/or former employers, to provide any and all information about me. My signature below authorizes Global Concepts Charter School to conduct a background investigation including criminal or civil convictions, driving record, previous employers, and educational institutions, personal references, without limitations and hereby releases the school and reference source from any liability in connection with its use or release.

Signature of Applicant

Date

Global Concepts Charter School does not discriminate on the basis of age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, disabled veterans status, or status as a member of any other protected group or activity in all aspects of employment.