



Aloma D. Johnson Charter School  
Application for Employment

- You are encouraged to submit a resume or any additional credentials with this application.

**Aloma D. Johnson Charter School is an equal opportunity employer and will not discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by federal or state law.**

Title of position being applied for: \_\_\_\_\_.

Date of application: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

List any other names used (current and past): \_\_\_\_\_

Email address: \_\_\_\_\_

Phone numbers(s): ( ) / ( ) \_\_\_\_\_.

Present Address: \_\_\_\_\_  
Street Address City State Zip

Alternate Address: \_\_\_\_\_  
Street Address City State Zip

Are you at least 18 years of age? Yes   
No

*(The law prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.)*

Are there any hours or days of the week that you cannot work? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Salary desired: \_\_\_\_\_

Type of Employment: Full time   
Part time

Have you ever been employed by Aloma D. Johnson Charter School: Yes  Dates: \_\_\_\_\_  
No

If you are applying for a teaching or administrative position in our school, please list all New York State Teaching/Administrative Certificates that you hold:

Certificate Title/Number	Area	Exp. Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*If you are applying for a teaching or administrative position and do not hold the appropriate NYS Certificate, have you made an application for certification?  Yes  No

TEACH ID: \_\_\_\_\_

Education History

Name/Location of School	Major/Minor/Course of Study	Diploma/Degree

Employment History (please list most recent first)

Dates of employment \_\_\_\_\_

Employer and Employer Address \_\_\_\_\_

Position Title \_\_\_\_\_

Immediate Supervisor, title, telephone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Summaries duties and position \_\_\_\_\_

May we contact this supervisor for a reference?  Yes  No

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Dates of employment \_\_\_\_\_

Employer and Employer Address \_\_\_\_\_

Position Title \_\_\_\_\_

Immediate Supervisor, title, telephone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Summaries duties and position \_\_\_\_\_

May we contact this supervisor for a reference?  Yes  
 No

\*\*\*\*\*

Dates of employment \_\_\_\_\_

Employer and Employer Address \_\_\_\_\_

Position Title \_\_\_\_\_

Immediate Supervisor, title, telephone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Summaries duties and position \_\_\_\_\_

May we contact this supervisor for a reference?  Yes  
 No

\*\*\*\*\*

Dates of employment \_\_\_\_\_

Employer and Employer Address \_\_\_\_\_

Position Title \_\_\_\_\_

Immediate Supervisor, title, telephone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Summaries duties and position \_\_\_\_\_

May we contact this supervisor for a reference?  Yes  
 No

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Have you ever failed to be re-appointed to any position?	Yes	No
Have you ever been denied tenure?	Yes	No
Have you ever resigned from any employment at the request of any employer to avoid denial of tenure, discharge or any other disciplinary action?	Yes	No
Have you been terminated from any employment or asked to resign to avoid termination or discipline?	Yes	No
Have you ever applied to this school before? If so, please indicate date: _____	Yes	No
Have you ever been employed by this school before? If so, please indicate dates: _____	Yes	No

Are you able to perform the functions described in the Position Description for the position for which you are applying with or without reasonable accommodation? Yes   
No

Are you a citizen of the United States? Yes   
No

If NO, do you have legal papers necessary to remain and work in the United States? Yes   
No

Are you a member of the Armed Forces of the United States? Yes   
No

If YES, did you receive a dishonorable discharge? Yes   
*(If YES, dishonorable discharge is not an absolute bar to employment and other factors will be considered.)* No

List any persons currently serving on the Board or working for the school who you know or to whom you are related.

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Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application. Feel free to use an additional sheet of paper if you need more space.

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Please list three (3) individuals, not related to you, who you have known for at least one year and who have observed your work performance. Please provide each individual's address, telephone, relationship and years you have been acquainted with the individual.

Name	Address	Telephone	Relationship	Years Known

**READ BEFORE SIGNING:**

I certify that the information which has been furnished on this application and other documents (including but not limited to my resume) and interview statements supporting my employment are true and complete. I understand that any misrepresentation will be sufficient cause for my not being employed or for dismissal if employed, regardless of when it is discovered.

If I am hired for employment, I agree to conform to and follow all the rules and regulations of the Aloma D. Johnson Charter School.

I further understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment in my wages and salary, be terminated by either me or the company, with or without cause, at any time.

My signature below certifies that I have read, understand and will comply with all the above.

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Signature	Date
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