

EMPLOYMENT APPLICATION

DORE ACADEMY
1727 Providence Road
Charlotte, North Carolina 28207

Applicants may submit a resume with this application if desired. However, all sections of the application must be completed whether or not a resume is included. If you need additional space to complete this application, please attach information on a separate piece of paper.

Name: _____
 First Middle Last Nickame

Social Security Number: _____

Current Address: _____
 Street/P. O. Box City State Zip

Home Telephone: () _____ Mobile Telephone: () _____

At what number should we contact you regarding this Application?

Present Address: _____
 Street/P O Box City State Zip

If you answer **yes** to any of the questions below, please explain on an attached sheet of paper.

Have you ever been convicted of or pled guilty or no contest to a crime, either a misdemeanor or a felony, other than minor traffic offenses? Yes ___ No ___

1. Do you have criminal charges or procedure pending? Yes ___ No ___
2. Have you ever been suspended, dismissed, fired, discharged or not renewed from a position of employment? Yes ___ No ___
3. Have you ever had a teaching license suspended or revoked? Yes ___ No ___
4. Have you ever been asked to resign from a position of employment? Yes ___ No ___

Have you ever applied to DORE ACADEMY before: Yes ___ No ___ If so, for what position: _____ Date of application: _____

Have you ever been employed by DORE ACADEMY before? Yes ___ No ___ If so, indicate under what name, position and dates of employment:

How did you learn of the available position at DORE ACADEMY: _____

EMPLOYMENT HISTORY

Starting with your **most recent** position, list **all work** experience for which you have been or are being paid. **Please complete all information even if you included a resume.**

Incomplete/inaccurate work history information (i.e. names, addresses, zip codes, etc.) may result in the inability of DORE ACADEMY to consider your application further.

Company/School System: _____ Telephone: (____) _____

Dates of Employment: From _____ To _____ Full or Part-time: _____

Address: _____
Street City State Zip

Name and Title of Supervisor: _____

Job Title: _____ Current Salary: _____ May we contact: Yes ___ No ___

Briefly describe your duties:

_____ Reason for leaving: _____

Company/School System: _____ Telephone: (____) _____

Dates of Employment: From _____ To _____ Full or Part-time: _____

Address: _____
Street City State Zip

Name and Title of Supervisor: _____

Job Title: _____ Ending Salary: _____ May we contact: Yes ___ No ___

Briefly describe your duties:

_____ Reason for leaving: _____

Company/School System: _____ Telephone: (____) _____

Dates of Employment: From _____ To _____ Full or Part-time: _____

Address: _____
Street City State Zip

Name and Title of Supervisor: _____

Job Title: _____ Ending Salary: _____ May we contact: Yes ___ No ___

Briefly describe your duties:

_____ Reason for leaving: _____

Other Skill Training (Military, Education, Trade, Business, Etc.)

Type/Location	Dates (From-To)	Qualification(s) Received	Other description, if necessary:

List types of licenses, registrations or certificates held and list expiration date, if applicable:

List PC software in which you have a working knowledge:

List Your Civic and Community Activities for the past 5 years:

REFERENCES

List AT LEAST 4 people who have directly supervised you or have first hand knowledge of your work experience/work habits:

NAME/TITLE	ADDRESS	TELEPHONE	RELATIONSHIP TO YOU

Please explain below why you are interested in this position:

IMPORTANT

DORE ACADEMY conditions employment on pre-employment criminal records checks and fingerprinting of all applicants for employment. I understand and agree that, if offered employment by DORE ACADEMY, I will consent to fingerprinting and a criminal records check, which must show the absence of a criminal record (excluding minor traffic violations) and also successfully pass a Mantoux TB skin test. I also understand and agree that any failure to meet such requirements by me will result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, or discharge, as applicable. I have read this information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I further authorize DORE ACADEMY and its agents/advisors to make an investigation and inquiries of my prior employment history, my qualifications and abilities, my statements in this application, my criminal history/records and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I further release DORE ACADEMY and its board members, employees and other agents of and from any liability arising from such investigation and inquiries and the fingerprinting and criminal record check requirements. In addition, DORE ACADEMY reserves the right to administer a drug or alcohol screening test to any and all employees at any time during or prior to their employment for any (and no) reason.

I understand and agree to these provisions.

Signature of applicant: _____ Date _____

PRE-EMPLOYMENT STATEMENT

I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, if made, suspension or discharge, as applicable.

Date: _____

Signature of Applicant: _____

RETURN APPLICATION TO:

**Roberta Smith
Head of School
Dore Academy
1727 Providence Road
Charlotte NC 28207**

Your application will be considered active for twelve (12) months following the date received. It is your responsibility to request a renewal form after one (1) year in order to keep you application active.

DORE ACADEMY is an Equal Employment Opportunity Employer. As such, in compliance with and as required by federal and state law all applicants are considered without regard to race, color, religion, national origin, sex, age or disability.