

**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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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### Additional Employment:

Dates Employed (From -To)	Company/School	Address	Job Title
1.			
2.			
3.			
4.			

### Education and Training

High School Grade Completed: \_\_\_\_\_ High School Diploma Awarded: Yes \_\_\_ No \_\_\_

College/University	City/State	Dates Attended (From - To)	Degree/Major awarded	If less than a degree, qtr. Or semester hours completed

**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:**

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**List PC software in which you have a working knowledge:**

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

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**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:**

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**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.