

White Pine Charter School

2959 John Adams Parkway, Idaho Falls, ID 83406 – (208) 522-4432
Fax (208) 522-4452

General Employment Application

Date of Application _____ Position Desired _____

Last Name First Name Initial Email Address

Address City State Zip

Telephone Number Cell Phone Number

Are you 18 years of age or older? _____

For Office Use Only Checklist
Date Received _____
<input type="checkbox"/> Transcript
<input type="checkbox"/> W -4
<input type="checkbox"/> I - 9
<input type="checkbox"/> Drug Free
<input type="checkbox"/> Binder
<input type="checkbox"/> Fingerprinted

Educational Training – If you have college credits, please attach a copy of your transcripts.

Name of Institution	Date of Graduation	Major	Minor	Degree or Diploma

Special Skills: Please describe skills you possess that would be helpful in the position desired. Include computer software, equipment, and machines with which you have training or experience.

Have you ever been convicted of a criminal offense (other than a traffic violation)? _____

If yes, please explain (A conviction record will not necessarily be a barrier to employment. Facts such as date of occurrence and rehabilitation will be considered).

Are you able to perform the essential duties of the position for which you are applying? _____

Employment Information: (List most recent employment first).

Year – Dates	Employer’s Name, Address, and Phone Number	Position Held/Duties Performed	Reason for Leaving
From To			
From To			
From To			
From To			

List other job experience or skills that would be relevant to the position for which you are applying.

References: Include 2 Professional and 2 Character (Do not include relatives)

	Name	Address	Telephone
1			
2			
1			
2			

APPLICANT’S STATEMENT

I understand that White Pine Charter School follows an “employment at will” policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing and expressly approved by the Board of Directors of White Pine Charter School. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be kept on file for a period of one year. After that time, if I wish to be considered for employment, I must submit a new application. I understand that it is my responsibility to notify the Administrator, if I would like to be considered for a position other than the position listed on this application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorized all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature of Applicant _____ Date _____

Equal Opportunity Employer