

The Vanguard Academy
9306 Dayflower Street
Prospect, KY 40059
Phone (502) 326-8996

**APPLICATION
FOR EMPLOYMENT**

SECTION 1 – PERSONAL

Name _____ Social Security Number: _____
Last First Middle

Address _____
Street City State Zip

Telephone Number _____ If under age 18, list date of birth: _____

County of Residence _____

Note: You must be a United States citizen or otherwise authorized to work in the United States. Proof of employment status will be required as a condition of employment.

Were you previously employed by us? Yes No If yes, when? _____

SECTION 2- EMPLOYMENT DESIRED

Position (s) sought: (1) _____ (2) _____
Hours Desired: _____ Salary Desired: _____

With reference to the position(s) you are seeking, are there any job-related functions which you are unwilling or unable to perform? Yes No

Note: If you need more information concerning job duties to answer this question, please inquire.

What date could you begin work? _____

Will you accept part time work? Yes No

SECTION 3 – EDUCATION & TRAINING

Please circle the highest grade completed: 8 9 10 11 12 13 14 15 16 16+

Name of School	City/State	Graduate
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No
College		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4 – PREVIOUS EMPLOYMENT

Please give full particulars as required by this form commencing with last employment. If not continually employed, please indicate period of employment.

Firms	Salary/Rate of Pay Per			Nature of Work
	HR.	Wk.	Mo.	
Name				
Address				
Dates: From: To:				
Reason for Leaving:				
Name				
Address				
Dates: From: To:				
Reason for Leaving:				
Name				
Address				
Dates: From: To:				
Reason for Leaving:				
Name				
Address				
Dates: From: To:				
Reason for Leaving:				

May we contact your present employer? Yes No
May we contact your previous employer? Yes No
Are you on a lay-off and subject to recall? Yes No

SECTION 5 – PERSONAL REFERENCES

(Not former employers or relatives)

Name	Address	Occupation
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SECTION 6 – GENERAL INFORMATION

Have you been convicted of a misdemeanor (other than minor traffic violation (or a felony? Yes No

If yes, explain fully, including type of offense, date and location: _____

List other skills, qualifications or experience which you believe may be related to the job for which you are applying:

List any other facts you feel might be important in considering your application for employment: _____

Tell us how you would be with discipline within the classroom. _____

THE VANGUARD ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive equal consideration (as required by applicable federal and state law), with out regard to race, age, color, religion, sex, national origin or handicap.

APPLICANT'S STATEMENT AND AGREEMENT

I understand that no question on this application has been answered in such a manner as to disclose my race, color, religion, or national origin. If employed, I may be required to furnish proof of age by birth or baptismal certificate. In addition, I understand that any future offer of employment may be contingent upon my passing a drug screening procedure. I understand that if I am hired, my employment will be at-will and may be terminated with or without cause and with or without notice at any time. I further understand that if I am hired, my job will include duties and tasks requested or directed by management, regardless of my job title. I understand that my previous employers may be asked for information concerning my employment, character, and experience. The Vanguard Academy may make investigation through credit and other investigating agencies, and I release persons making such inquiries from liability or damages incurred as a result of inquiring and furnishing this information. The facts set forth in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. I understand that unless acted upon, this application will become inactive after 90 days.

Applicant Sign Here: _____ Date: _____

SECTION 7 – POST EMPLOYMENT (Not to be completed until after employment confirmation.)

Date of Birth _____ Sex: Female Male Marital Status _____

Number of Children _____ Ages of Children _____

Nearest person to be notified in case of accident or emergency _____
Phone Number _____

Name Address Relationship

Signature: _____ Date: _____

Note: It is the employee's responsibility to notify The Vanguard Academy if there is any change in the data listed in SECTION 7.