



Date Received: _____

Application for Professional Employment

Position Requested

Please check preference:	Please indicate grade level preference:
<input type="checkbox"/> Full-time	<input type="checkbox"/> Elementary (K-4)
<input type="checkbox"/> Part-time	<input type="checkbox"/> Middle School (5-8)
<input type="checkbox"/> Substitute	<input type="checkbox"/> High School (9-12)
	Subject Area: _____

Personal Information

Name _____			
Last	First	Middle Initial	
Current Address _____			
Number & Street	City	State	Zip Code
Permanent Address _____			
Number & Street	City	State	Zip Code
Phone _____			
Home	Alternate Number-cell or work	Email	
Do you have any restrictions, personal or otherwise, which would restrict the hours you can work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify hours and/or dates restricted: _____			
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of immigration status or citizenship will be required upon employment.)			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever worked for Tapestry Charter School before? <input type="checkbox"/> Yes <input type="checkbox"/> No If so when, so _____			
Rate of Pay expected _____ If referred, by whom? _____			
Have you submitted your fingerprints to the NYS Education Department?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted of a crime, felony or misdemeanor, excluding minor traffic offenses?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Tapestry

CHARTER SCHOOL

If yes, please provide explanation: _____

City: _____

Date: _____

Charge: _____

Personal Information continued..

Disposition: _____

Are you now or have you ever been the subject of an indicated report of child abuse, or neglect?

YES NO Date: _____ If yes please explain: _____

Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, and date of the offense. No applicant will be excluded from consideration for employment due to prior arrests.

Certification

Please copy exact wording from Certificate, indicate if pending.

Title of Certificate Subjects and/or Grades	Provisional/Permanent/ Initial/Profession	Number	Effective Date	Expiration Date	State

Tapestry Charter School is an Equal Employment Opportunity Employer. Tapestry Charter School does not discriminate with regard to employment, including but not limited to race, creed, color, national origin, sex, marital status, sexual orientation, age, disability, veteran status, genetic predisposition or arrest record.



Note: Employment applications are only considered active for sixty (60) days from receipt.

Education

Name and Location of School	Major/Minor	Degree/Diploma
HIGH SCHOOL:		
Name and Location of School	Major/Minor	Degree/Diploma
UNDERGRADUATE SCHOOL:		

Name and Location of School	Major/Minor	Degree/Diploma
Graduate School:		



Student Teaching

Please complete the following section **ONLY** if you have fewer than 3 years regular full-time teaching employment

Experience	No. of Weeks	Describe Type of Situation and Work You Did
School & Location		

Student Teaching References: Please include Cooperating Teachers

Name	Position	Mailing Address	Telephone

References

Please include at least 3 references who have knowledge about your character, scholarship, and professional abilities. Do not include relatives or previous employers

Name	Position	Mailing Address	Telephone



Employment History

(Start with your present or most recent position. Include experience in the armed forces of the U.S. Account for all periods of time. Please fill out all information, even if attaching resume.)

Dates	Name and Address of Employer	Supervisor's Name, Title and Telephone	Reason for Termination
From: To:			
Summarize the nature of the work you performed and your major responsibilities:			
Dates	Name and Address of Employer	Supervisor's Name, Title and Telephone	Reason for Termination
From: To:			
Summarize the nature of the work you performed and your major responsibilities:			
Dates	Name and Address of Employer	Supervisor's Name, Title and Telephone	Reason for Termination
From: To:			
Summarize the nature of the work you performed and your major responsibilities:			



APPLICANT'S AGREEMENT:

I hereby represent that each answer to a question herein and on any attachments to the application, and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements or information furnished by me during the selection process will subject me to disqualification from consideration or discharge at any time. I hereby authorize my former employers to give any information regarding my employment with them; and in addition, to furnish any other information they may have concerning me.

I understand this Application for Employment does not constitute an expressed or implied contract of employment and, if hired, I have the right to terminate my employment for any reason at any time. I also understand Tapestry Charter School reserves the same rights. I understand Tapestry Charter School reserves the right to unilaterally change or modify "wage" and "conditions of employment" at any time without previous notice.

I further understand that in the event I receive an offer of employment, I will be required to submit to a post-offer pre-employment drug test. The offer of employment will be revoked, or employment will be terminated, in the event of a positive test result.

Signature of Applicant

Date

To complete the application process, please forward this application to:

Tapestry Charter School
65 Great Arrow
Buffalo, New York 14216



CONSUMER REPORT DISCLOSURE STATEMENT

In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this application for employment, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

I hereby authorize Tapestry Charter School to procure a consumer report as set forth above.

Signature of Applicant

Date

Tapestry Charter School does not discriminate on the basis of age, race, creed, color, national origin, sexual orientation, gender, disability, genetic predisposition or carrier status, or marital status.