



Charlotte Preparatory School
365 Orlando Blvd.
Port Charlotte, Florida 33954
(941) 764-7673

Application for Employment

Personal Information

Applicants Full Name: _____ Application Date: _____

Address: _____

Phone Number: _____ Email Address: _____

Position Applying for:

- ☐ Teacher
- ☐ Assistant Teacher
- ☐ Other: _____

Department Desired:

Toddler-Kindergarten
Elementary
Upper Elementary/Middle School

Interest in Charlotte Prep:

What reason do you desire to become a part of the Charlotte Prep Family?

When are you available to work? _____

Specific hours for scheduling? _____

Educational Background

High School Name : _____ Dates Attended: _____ to _____

College/University Name: _____ Dates Attended _____ Degree received: _____

Please list any other schooling/training/certifications i.e. CPR, First Aid, Etc.

Employment History Information:

Name : _____ Dates of Employment: _____

Address: _____ City: _____ State: _____

Phone Number: _____

Job Title: _____



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Brief Job Description:

Reason for Leaving: _____

May we contact your previous employer? Yes No

Personal Reference Information:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____

Telephone Number: _____

Please list any information not covered in this application that we may need to know to make a hiring decision:

Acknowledgment:

I understand the following:

1. If I am offered employment, I will be required before hiring to submit proof of my identity and legal right to work in the United States.
2. I hereby certify that all of the information set forth in the application (and any attached resume), is true, complete, and correct to the best of my knowledge. I further certify that I, the signing applicant, have personally completed this application. I agree any omission or related document may result in the rejection of this application or my immediate discharge of employment.
3. I authorize any of the persons or organizations referenced in this application to provide Charlotte Preparatory School with any and all information that they may possess concerning my previous employment, education, or experience. I also understand that I will be required to complete a background screening form.
4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at-will, as defined by law and for no definite period, and that my employment may be terminated, at any time, with or without cause and with or without prior notice by myself or the school, unless I am offered and sign an employment contract that explicitly specifies other terms and conditions of contract employment.
5. I have read and understand everything on this application

Date: _____ Signature: _____