



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

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## Application for Employment

### Personal Information

Applicants Full Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Position Applying for:

- Teacher
- Assistant Teacher
- Administration
- 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?

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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.

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### Employment History Information:

Name : \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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Job Title: \_\_\_\_\_

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: \_\_\_\_\_