

EMPLOYMENT APPLICATION CERTIFICATED

Please circle one (if known): IEM CWCS SSCS OGCS SMCS

POSITION DESIRED _____

APPLICATION REQUIREMENTS

- ✓ Application Form and Resume
- ✓ Formal Letter of Interest
- ✓ Three Letters of Reference
- ✓ Copy of Valid Multi-Subject Teaching Credential
- ✓ Copy of NCLB Certification
- ✓ Copy of CBEST Verification
- ✓ Copy of Transcripts

PERSONAL INFORMATION

Name _____ Social Security # _____

Address _____

City _____ State _____ Zip _____

Home Phone # (_____) _____ Cellular # (_____) _____

Fax # (_____) _____ E-mail Address _____ Other # (_____) _____

Have you ever worked for an IEM managed Charter School?

Yes No

If YES, when, where and in what capacity _____

Reason for Leaving _____

Have you ever worked for a school district?

Yes No

Are you related to any employee of this organization? Yes No If YES, list name and relationship to you _____

RECORD OF TEACHING and/or PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office? Yes No

If YES, give name of district/county office and date of contract expiration _____

Have you been dismissed or asked to resign from any position? Yes No If YES, provide letter of explanation.

List all paid experience in chronological order, most recent first. Please account for all gaps in employment.

(1) Employer _____

Address _____

Please check type of school: Public Private Vocational Community School Other _____

Number of years employed as a **fully-credentialed** teacher _____ Full-time Part-time

Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____

Inclusive Dates: From _____ To _____ Annual Salary _____

Name and Title of Immediate Supervisor _____

OK to contact? Yes No Work phone # (_____) _____ Other phone # (_____) _____

Reason for leaving position _____

(2) Employer _____
Address _____
Please check type of school: Public Private Vocational Community School Other _____
Number of years employed as a *fully-credentialed* teacher _____ Full-time Part-time
Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____
Inclusive Dates: From _____ To _____ Annual Salary _____
Name and Title of Immediate Supervisor _____
OK to contact? Yes No Work phone # (_____) _____ Other phone # (_____) _____
Reason for leaving position _____

(3) Employer _____
Address _____
Please check type of school: Public Private Vocational Community School Other _____
Number of years employed as a *fully-credentialed* teacher _____ Full-time Part-time
Number of years employed as: Substitute _____ Intern _____ Emergency Permit Teacher _____
Inclusive Dates: From _____ To _____ Annual Salary _____
Name and Title of Immediate Supervisor _____
OK to contact? Yes No Work phone # (_____) _____ Other phone # (_____) _____
Reason for leaving position _____

EMPLOYMENT REFERENCES

(1) Position Held _____ Employer _____ City/State _____
Name and Title of Immediate Supervisor _____
Work phone # (_____) _____ Other phone # (_____) _____ Dates From _____ To _____

(2) Position Held _____ Employer _____ City/State _____
Name and Title of Immediate Supervisor _____
Work phone # (_____) _____ Other phone # (_____) _____ Dates From _____ To _____

(3) Position Held _____ Employer _____ City/State _____
Name and Title of Immediate Supervisor _____
Work phone # (_____) _____ Other phone # (_____) _____ Dates From _____ To _____

(4) Position Held _____ Employer _____ City/State _____
Name and Title of Immediate Supervisor _____
Work phone # (_____) _____ Other phone # (_____) _____ Dates To _____ From _____

RECORD OF EDUCATIONAL AND PROFESSIONAL PREPARATION

List highest attainment first

(1) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____

(2) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____

(3) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____

(4) Name of College or University _____
Address _____
Field of Study: Major _____ Minor _____
Dates Attended: From _____ To _____ Degree Awarded _____

Number of Post Baccalaureate Units _____ Semester Quarter
(Correct number of units are very important as they are used to determine salary placement.)

List languages that you are familiar with other than English.
(If this position does not require bilingual skills, this question is optional)

(1) _____
 Read Speak Write Fluent Some

(2) _____
 Read Speak Write Fluent Some

CREDENTIAL INFORMATION

Do you hold a valid California Teaching Credential? Yes No

Are you NCLB Certified? Yes No

School District that completed your NCLB certification: _____ Date Certified _____

(Please submit a copy of your NCLB certification paperwork with this application)

List all types of valid K-12 credentials you currently hold.

(1) Type/Authorization _____

NCLB certified? _____ Expiration Date _____ State _____

(2) Type/Authorization _____

NCLB certified? _____ Expiration Date _____ State _____

(3) Type/Authorization _____

NCLB certified? _____ Expiration Date _____ State _____

(4) Type/Authorization _____

NCLB certified? _____ Expiration Date _____ State _____

Additional Certificates Held: BBC BCLAD CLAD LDS Other _____

If you do not currently hold a valid teaching credential, through which college or university have you applied?

_____ Date applied _____

Date CBEST passed _____ Anticipated test date _____

Have you taken the CSET? Yes No Passed: Yes No Date: _____

Have you taken the MSAT? Yes No Passed: Yes No Date: _____

Have you taken another exam? Yes No Passed: Yes No Date: _____

Name of Exam: _____

Have you ever taught or been an administrator in California? Yes No

Have you ever had a credential suspended or revoked, or received any other type of disciplinary action from any teaching or licensing agency of any type, from any state or country? Yes No

If YES, please indicate action Revocation Suspension Other _____

Explain when, where, why action was taken, and current status (*Explanation Required*) _____

APPLICATION GUIDELINES

Thank you for your interest in employment with an IEM managed Charter School. Please keep in mind the following important suggestions as you prepare your application:

- (1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on the application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- (2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental material sent under separate cover include your name and the position for which you are applying.
- (3) Each position requires a separate application.
- (4) It is your responsibility to submit a complete application. The Personnel Department CANNOT DUPLICATE materials in order to complete your application.
- (5) Application materials submitted cannot be returned and become the property of Innovative Education Management. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of application materials submitted.
- (6) A selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- (7) Applicants selected for an interview will be contacted by telephone. Applicants not chosen for an interview will receive notification by mail.

REQUIRED APPLICANT STATEMENT

- (1) Have you ever been convicted of a felony or a misdemeanor? Yes No
List all convictions, even if such conviction was later expunged from your record pursuant to Penal Code sections 667.6(c) and 1192.7(c). A conviction includes a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or jury. If YES, a letter of explanation must accompany your application.
- (2) Can you, before employment, submit verification of your legal right to work in the United States? Yes No
- (3) Do you object to the contacting of references other than those provided? Yes No
- (3) I have read the job description and can perform the essential functions of the position with or without reasonable accommodation. Yes No

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Charter School reserves the right to disregard any application which is not fully complete and signed by the applicant.

Signature of Applicant _____ Date _____

PLEASE MAIL OR DELIVER YOUR COMPLETED APPLICATION TO:

Human Resources Department
661 5th Street, Suite 207
Lincoln, CA 95648

www.ieminc.org

Equal Opportunity Employer

PERSONNEL SERVICES

AUTHORIZATION TO RELEASE INFORMATION

It is the policy of all IEM managed charter schools to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment.

Your signature below indicates your agreement with and acknowledgement of the following:

As an applicant for an employment position with any IEM managed charter school, I authorize my current and past employers and current and past work associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to the charter school any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, general physical ability, if relevant to the job, and reputation among co-workers.)

I expressly and without reservation waive my right to review the information collected in the reference checks.

The charter school will maintain reference information in strictest confidence and solely for the purposes of the recruitment of the position which I have applied. Information obtained during reference checks will not be provided to anyone outside the selection process.

A photocopy or a fax of this signed Authorization is to be considered valid as an original.

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE CHARTER SCHOOL AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION.

I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS, THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILFULL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY APPLICABLE LAW.

Candidate's Full Name (Print)

Other Last Names You Have Used (if any)

Candidate's Signature

Date

IEM Schools Education Specialist Pre-Interview Questionnaire

(Please complete and return with your employment application if applying for the position of Education Specialist with an IEM school.)

Applicant Name: _____ Date: _____

Counties you wish to work in: _____ State: _____

Computer Knowledge: .

- I consider myself a computer: (circle one) expert average user novice illiterate
- I own and operate the following: __PC __Mac __Printer __ISP connection
- I use the following programs: __Word __Excel __Database __Email __Internet __Chat

List experience in or knowledge of alternative education programs: _____

What do you believe to be the parent's role in education? _____

I have knowledge and/or experience with the following educational philosophies:

(Check all that apply)

__Classical __Unschooling __Unit Study __Montessori __Waldorf
__Delayed Academics __Traditional __Other: _____

Please briefly list what you believe to be your 4 greatest strengths as an educator:

Do you have a system of organization that you use to accomplish tasks? _____

Explain how you organize your time to meet deadlines: _____

Please briefly list the 4 things you desire most in a work environment and hope to find with IEM:

Do you see your role as an educator as a (choose the best choice):

__ director of the student's education __ education facilitator __ educational consultant

Please explain your above choice: _____

I am looking for (select all that apply): ____ undecided ____ part-time work ____ full-time position

___ a long-term career ___ opportunity for advancement