

Westminster Community Charter School

24 Westminster Avenue
Buffalo, New York

"The Children are our community's future"
Equal Opportunity Employer

Date _____

EMPLOYMENT APPLICATION

Position Preference

<input type="checkbox"/> Teaching - Elementary <input type="checkbox"/> Teaching - Secondary <input type="checkbox"/> Teaching - Substitute	<input type="checkbox"/> Administrative	<input type="checkbox"/> Non-Teaching
Subject _____	Position _____	Position _____

Personal Information

Name _____
Last First Middle

Present Mailing Address _____ Phone () _____
Zip _____

Permanent Mailing Address _____ Phone () _____
Zip _____

Are you legally authorized to work and remain in the U.S.? Yes No

Have you ever been convicted of or pleaded no contest to a felony or misdemeanor crime? Yes, conviction _____ No
If YES, explain _____
(A conviction is not an automatic bar to employment.)

Do you have any pending arrests? Yes No
If YES, explain _____
(A dishonorable discharge is not an absolute bar to employment.)

Have you been fingerprinted pursuant to Part 87 of the Regulations of the Commissioner of Education (Criminal/History Record Check for Prospective School Employees & Applicants for Certification)? Yes No

Did you receive a dishonorable discharge? Yes No N/A Are you an exempt volunteer fireman? Yes No

Have you worked for the Buffalo Public School system before? Yes, reason for leaving _____ No
Date left _____

Certification/License

I hold the **New York State** Teaching/Administrative Certificate(s) described below. *Please provide copies.*

Permanent Provisional Certificate of Qualification _____
Area Date Issued

Permanent Provisional Certificate of Qualification _____
Area Date Issued

If you do not have a New York State Teaching Certificate, have you made application for one? Yes No

Do you have an evaluation of your NYS certificate status? Yes (If yes, enclose a copy.) No

Other licenses and teaching certificates held: type and issuing authority _____

Westminster Community Charter School is an equal opportunity employer and does not discriminate on the basis of age, race, color, creed, religion, national origin, sex, disability, sexual orientation, marital status or other equally protected areas.

Educational Preparation

Name and Location of School	Nature of Studies	Did You Graduate?	
High School			
Name and Location of School	Nature of Studies	Degree	GPA
College (Undergraduate)*			
College (Graduate)*			
Vocational/Technical/Trade*			

*Provide copy of transcripts

Teaching or Administrative Experience

List most recent experience first. Include any substitute or part time teaching, and indicate as such.

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving
	Supervisor's Name: <input style="width: 100%;" type="text"/>	Salary: <input style="width: 50%;" type="text"/>	
	Supervisor's Name: <input style="width: 100%;" type="text"/>	Salary: <input style="width: 50%; background-color: yellow;" type="text"/>	
	Supervisor's Name: <input style="width: 100%;" type="text"/>	Salary: <input style="width: 50%;" type="text"/>	

Other Work Experience

(Include student teaching experience)

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

Give any additional information which you think might be of value in considering you for a position

Additional Information

(To be completed if applicant is hired)

Cell Phone Number: _____ Other Phone _____

Emergency Contact:

Name: _____

Phone: _____ Relationship _____

E-mail Address: _____

Applicant's Statement

Please read the following statements carefully as they constitute conditions for employment with the Westminster Community Charter School ("WCCS").

I hereby affirm that the information I have provided on this application is complete, accurate and true to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any information on this application or during the interview process, regardless of when such misrepresentation or omission is discovered, may result in refusal of employment, or if employed, will constitute ground for immediate termination.

The persons, schools, current and prior employers, and other organizations named in this application are authorized by me to verify the information I have provided and to provide WCCS with information that may be requested by it to arrive at an employment decision. I agree that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally and further waive and release WCCS from any liability arising from reliance on the aforementioned information or the use, publication or retention of such information within the context of its applicant review procedures.

In the event I am employed, I understand that I am required to abide by all rules and regulations of WCCS and the policies and procedures relating to conditions of employment are subject to modification at any time.

I understand that WCCS is in no way obligated to provide employment and that I am in no way obligated to accept employment with WCCS. Nothing in this application or in other policies and procedures are intended to create a contract of employment, expressed or implied.

Applicant's Signature

Date

Please return completed application to:

**Westminster Community Charter School
P.O. BOX 3352
Buffalo, New York 14240-3352
(716) 816-3450**

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