

Please provide copy of  
current driver's license

# Unicorn Village Academy

## Employment Application

**Please complete all pages and print clearly all information requested**

Name _____	Date: _____
Current address _____	_____
Number Street	City State Zip
Home Telephone _____	Cell Phone _____
Email: _____	_____
Position applied for: _____	When are you available to start? _____

### EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Certifications				

### GENERAL INFORMATION

Have you ever been convicted of a crime?  YES  NO      Are you a smoker?  YES  NO

If convicted of a crime, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

\_\_\_\_\_

\_\_\_\_\_

### MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?  YES  NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD OR RESERVES?  YES  NO

WERE YOU HONORABLY DISCHARGED?  YES  NO

REASON FOR DISCHARGE \_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?  Yes  No

**PROFESSIONAL REFERENCES**

Please list four references other than relatives, may include previous employers

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Date reference check completed: \_\_\_\_\_

Notes:

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Date reference check completed: \_\_\_\_\_

Notes:

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Date reference check completed: \_\_\_\_\_

Notes:

Name \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Date reference check completed: \_\_\_\_\_

Notes:

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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application with Unicorn Village Academy (UVA), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other UVA practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of UVA, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Director of UVA. Both the undersigned and UVA may end the employment relationship at any time, without specified notice or reason. If employed, I understand that UVA may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give UVA permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release UVA from any liability as a result of such contact.

I understand that, in connection with the routine processing of my employment application, UVA may request from a consumer reporting agency an investigative report including information as to my character and criminal record. Upon written request from me, UVA, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

UVA is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, sexual orientation, age, veteran status, disability or any category protected by law. We assure you that your opportunity for employment with UVA depends solely on your qualifications.

**Thank you for completing this application form  
and for your interest in employment with Unicorn Village Academy.**