



Innovation • Choice • Achievement

**P.O. Box 3309**  
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**www.lwcharterschools.com**

## APPLICATION FOR EMPLOYMENT

**A**

### PERSONAL INFORMATION

SOCIAL SECURITY NUMBER: _____ - _____ - _____		APPLICATION DATE _____	
CURRENT NAME: LAST	_____	FIRST	_____ MIDDLE _____
FORMER NAME: LAST	_____	DATE OF BIRTH	_____
CURRENT ADDRESS: _____			APT# _____
CITY	_____	STATE	_____ ZIP _____
MAILING ADDRESS: _____			APT# _____
CITY	_____	STATE	_____ ZIP _____
PHONE: ( _____ ) _____ - _____ EXT _____	E-MAIL ADDRESS: _____		
Are you a citizen of the United States?	YES _____	NO _____	_____
Do you wish to claim Military Veteran's Preference?	YES _____	NO _____	_____
Are you retired from a Florida State Administered Retirement System?	YES _____	NO _____	_____
Do you have any relatives working for Lake Wales Charter Schools?	YES _____	NO _____	_____
RELATIVE'S NAME: LAST	_____	FIRST	_____ MIDDLE _____
RELATIONSHIP: _____	SCHOOL/DEPT: _____		

**B**

### APPLICATION INFORMATION

School Preference:	Polk Ave ES _____	Hillcrest ES _____	J H Wilson ES _____	Date you are available: _____
	D R F Babson Park ES _____	LWHS _____	Bok Academy _____	Central Office Position: _____
<b>Instructional Positions</b> (Eligibility for Florida Educator's Certificate is required) Check all areas that apply.				
Administration _____	Vocational _____	Pre-K _____	Subject Area _____	Substitute _____
Adult Ed _____	Exceptional _____	Kindergarten _____	_____	Substitute Teacher _____
Guidance _____	Language _____	Elementary _____	_____	Classroom Assistant _____
Media _____	Technology _____	Senior High _____	_____	Substitute Support _____
Other Instruction _____				
<b>Non-Instructional Positions</b>				
Accounting/Finance _____	Custodial _____	Paraprofessional _____	Other _____	_____
Clerical _____	Maintenance _____	Professional/Technical _____	_____	_____

C

**EDUCATION INFORMATION**

	Name	Location	GPA	Attendance Dates	Diploma Degree	Graduation Date (M/Y)	Major	Sem Hrs
High School				From _____ - _____ To _____ - _____		-		
				From _____ - _____ To _____ - _____		-		
College/ University				From _____ - _____ To _____ - _____		-		
				From _____ - _____ To _____ - _____		-		
Other Education				From _____ - _____ To _____ - _____		-		
				From _____ - _____ To _____ - _____		-		

D

**EMPLOYMENT INFORMATION**

From _____ To _____	Full Time _____	Part Time _____	Internship _____
Employer _____	Address Street _____		
City _____	State _____	Zip _____	Phone ( ) _____
Job Title / Subject / Grade Level _____		Salary _____	
Supervisor / Administrator _____			
Reason for leaving _____			
From _____ To _____	Full Time _____	Part Time _____	Internship _____
Employer _____	Address Street _____		
City _____	State _____	Zip _____	Phone ( ) _____
Job Title / Subject / Grade Level _____		Salary _____	
Supervisor / Administrator _____			
Reason for leaving _____			
From _____ To _____	Full Time _____	Part Time _____	Internship _____
Employer _____	Address Street _____		
City _____	State _____	Zip _____	Phone ( ) _____
Job Title / Subject / Grade Level _____		Salary _____	
Supervisor / Administrator _____			
Reason for leaving _____			
From _____ To _____	Full Time _____	Part Time _____	Internship _____
Employer _____	Address Street _____		
City _____	State _____	Zip _____	Phone ( ) _____
Job Title / Subject / Grade Level _____		Salary _____	
Supervisor / Administrator _____			
Reason for leaving _____			

**E**

**CERTIFICATION INFORMATION**

Do you currently hold a valid Florida Educator's Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you applied for a Florida Educator's Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when \_\_\_\_\_ and what subject(s)? \_\_\_\_\_

Have you ever had a teaching certificate suspended or revoked by the state of Florida or any other state? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you under contract with any school system at the present time? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name the system \_\_\_\_\_

List other states in which you hold a valid teaching certificate \_\_\_\_\_

**F**

**OTHER INFORMATION**

A. **SEALED / EXPUNGED RECORD**  
 Have you ever been convicted or found guilty of a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation) and such record(s) was sealed or expunged? A YES or NO answer is required by Florida Law. Yes \_\_\_\_\_ No \_\_\_\_\_

B. **ARREST RECORD**  
 Have you ever been arrested and/or convicted, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest) to a crime other than a minor traffic violation? (DUI is NOT a minor traffic violation) Florida Law requires a YES or NO answer. Please attach a certified copy of legal disposition and/or court document related to each arrest. Any record that has NOT been SEALED or EXPUNGED must be reported in this section. Yes \_\_\_\_\_ No \_\_\_\_\_

**IF YOU CHECKED YES, YOU MUST GIVE THE INFORMATION REQUESTED FOR EACH CHARGE.  
 YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION BEING PROVIDED.  
 PLEASE ATTACH A SEPARATE SHEET IF YOU NEED MORE SPACE.**

CITY	STATE	DATE OF ARREST	CHARGE(S)	DISPOSITION(S)

**G**

**AGREEMENT**

I hereby represent that each answer to a question herein and all other information otherwise furnished is true, complete, and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer of information relates. I understand that any incorrect, incomplete, or false statements or information furnished by me will subject me to discharge at any time. In the event that I am employed by Lake Wales Charter Schools, Inc., I agree to comply with all its orders, rules, and regulations. I hereby authorize my former employers to give any information regarding my employment with them and, in addition, to furnish any other information they have concerning me. I understand that I will participate in a drug screening when offered employment and that I must have negative drug screen results to be employed. If my drug screen is positive, I understand that I may not be considered for employment for one (1) year after the date of the positive test. I understand that I will be fingerprinted as a matter of protection and identification, and will be on probationary status pending fingerprint processing and payment of fees associated with the fingerprint process. I will have a physical exam by a qualified physician if required as a condition of employment. I authorize the release of all information from any and all law enforcement agencies where protected under the Privacy Act.

All information contained in the applicant's file is public information subject to inspection under the Public Records Act, Florida Statute 119.07, unless specifically excluded from the Public Records Act, under Florida School Law 1012.31.

It is the policy of Lake Wales Charter Schools, Inc. not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or disability. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment.

**My signature signifies that I have read this Agreement and fully understand its contents.**

Signature \_\_\_\_\_ Date \_\_\_\_\_