



## Charlotte Lab School - Application for Employment

### **GENERAL INFORMATION**

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_____	_____	_____
Last Name	First Name	Middle/Maiden Name
_____		_____
Street Address		Apt #
_____	_____	_____
Home Phone	Mobile Phone	Email

Position For Which You Are Applying (check all that apply)

- School Business Manager
- Office Manager
- Development Director
- Director of Technology
- Elementary Classroom Teacher; Grade Level(s) \_\_\_\_\_
- Content Specialty or Language Teacher; Subject(s)/Language \_\_\_\_\_
- Teacher Assistant
- Part-time Electives/Specialty Teacher; Subject(s) \_\_\_\_\_
- Part-time Speech Teacher
- Part-time ESL Teacher
- Part-time Guidance Counselor

**LICENSURE**

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(To Be Completed by Applicants Applying for an Instructional Position)

Do you currently hold a North Carolina Professional Teaching License?

Yes       No

If yes, please list Licensed Areas / Subjects \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

**ADDITIONAL INFORMATION**

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1. Have you ever been convicted of or pled guilty or no contest to a crime (misdemeanor or felony), other than a minor traffic offense? (Answer YES to any traffic offense that involves drugs or alcohol).

Yes       No

2. Do you have criminal charges or proceedings pending?

Yes       No

3. Have you ever been suspended, dismissed, non-renewed, fired, or discharged from a position of employment?

Yes       No

4. Have you ever had a teaching license suspended or revoked?

Yes       No       N/A

5. Have you ever been asked to resign from a position of employment?

Yes       No

If you answered YES to any of questions #1-5 in this section, please explain the circumstances.

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6. Are you a citizen of the United States?

Yes       No

7. If you are not a citizen, do you possess a current alien registration card or Visa?

Yes       No      Type \_\_\_\_\_ Exp Date \_\_\_\_\_

**ABOUT YOU**

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How did you learn about Charlotte Lab School? \_\_\_\_\_

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Why do you feel that Charlotte Lab School is a good fit for you professionally? \_\_\_\_\_

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What expertise can you offer the Charlotte Lab School community? \_\_\_\_\_

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**NOTICE TO ALL APPLICANTS**

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Charlotte Lab School requires a background check and fingerprinting of all applicants prior to employment. We also reserve the right to require pre-employment drug and/or alcohol testing. Any failure to comply with, complete or meet such requirements may result in the denial or termination of employment.

By completing the information below, you are indicating that you understand that a background check may be requested at will by Charlotte Lab School. The report may contain information about your character, general reputation, education, current and former employment, traffic records, credit, bankruptcy proceedings, criminal records, etc. from federal, state and other agencies that maintain such records. The information requested will be used in compliance with the Fair Credit Reporting Act and/or other applicable federal or state laws.

I authorize any party, institution, school, employer or agency contacted by Charlotte Lab School, or its authorized representatives, to furnish the above-described information. I release from liability the agents, employers, and all persons providing information based on the data I have provided. I hereby authorize procurement of the background check by Charlotte Lab School.

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

Previous/Other Name Used \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number & Issuing State \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Previous Address #1 / How long? \_\_\_\_\_

\_\_\_\_\_

Previous Address #2 / How long? \_\_\_\_\_

\_\_\_\_\_

**ATTESTATION**

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I have read this application carefully and I certify that all information contained in this application and any subsequent documents are true and complete to the best of my knowledge. I authorize Charlotte Lab School to make an investigation and inquiries of my prior employment history, my qualifications and abilities, my statements in this application, and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment.

I acknowledge that no provision or portion of this Application for Employment constitutes an implied or expressed contract, guarantee or assurance of employment, or any right to an employment-related benefit or procedure. I understand that any omission of fact, or false or misleading information, given in this application, in any subsequent document or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, or in my suspension or discharge, as applicable.

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Signature

Date

Please mail this signed application, cover letter, resume and list of references to:

Charlotte Lab School  
P.O. Box 30034  
Charlotte, NC 28230

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CHARLOTTE LAB SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER THAT SEEKS TO HAVE THE BEST QUALIFIED PERSON FOR EVERY JOB. CHARLOTTE LAB SCHOOL IS COMMITTED TO COMPLYING WITH ALL APPLICABLE LAWS PROVIDING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL INDIVIDUALS. CHARLOTTE LAB SCHOOL DOES NOT DISCRIMINATE AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, GENDER, NATIONAL OR ETHNIC ORIGIN, SEXUAL ORIENTATION, RELIGION, OR DISABILITY IN ANY OF ITS EDUCATIONAL OR EMPLOYMENT PROGRAMS OR ACTIVITIES.