



# NORTH STAR CHARTER SCHOOL

## CLASSIFIED POSITION APPLICATION

North Star Charter School is committed to providing equal employment opportunities for all without regard to race, creed, color, nationality, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and complies with the requirements and objectives of applicable state and federal laws.

### **Application Instructions**

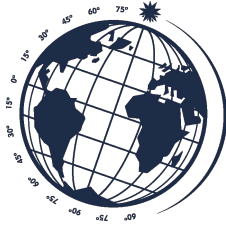
1. Please submit requested materials to:

North Star Charter School 839 N Linder Road Eagle, ID 83616  
Or email to Joanna O'Donnell: [jodonnell@northstarcharter.org](mailto:jodonnell@northstarcharter.org)

A separate and complete application must be filled out for each position for which you are applying.

2. Employment will be based on the following procedures unless otherwise noted:
  - a. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by the completed application.
  - b. Finalists will be contacted to schedule an in person or telephone screening interview.
  - c. Candidate will be notified if approved for employment.
3. State of Idaho law requires that all new employees be fingerprinted. North Star requires new employees to complete the necessary paperwork and fingerprinting within five (5) days of their hire date. Employees will not be paid until all paperwork and fingerprinting is complete. Additionally, the district conducts a state criminal background check of all new employees. You will be required to show one form of photo ID at the time of fingerprinting. This procedure is mandatory and the State Department of Education has set firm guidelines for this requirement. We cannot accept background checks from other agencies, states, etc. Offers of employment are contingent on the results of these checks.

North Star Charter School is an equal opportunity employer/educator with a tobacco free environment and complies with the Americans and Disabilities Act.  
Applications from all qualified individuals are considered.



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LAST NAME

TODAY'S DATE

FIRST NAME

MI

PHONE

E-MAIL ADDRESS

STREET ADDRESS

CITY

STATE

ZIP CODE

POSITION DESIRED

DATE AVAILABLE TO START JOB

In case of Emergency, please notify: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please return completed applications to:  
Joanna O'Donnell, Human Resources  
839 N. Linder Road  
Eagle, ID 83616  
Or E-mail: [jdonnell@northstarcharter.org](mailto:jdonnell@northstarcharter.org)



# NORTH STAR CHARTER SCHOOL

**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.**

Why do you want to work for North Star CharterSchool?

Summarize the special skills and qualifications you have for the position desired:

Briefly stated, please give a summary of your educational background and training beginning with high school graduation:

(Please complete if applicable.)

List all computer software you can successfully operate:

10- Key \_\_\_\_\_ Keyboarding (wpm) \_\_\_\_\_ Other Office Machines \_\_\_\_\_

Is there any reason, if hired, why you would not be able to perform specific duties and job functions for this position? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please explain:

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### PERSONAL REFERENCES

List up to three persons other than former employers, supervisors, or relatives who are familiar with your qualifications and background:

NAME \_\_\_\_\_ Email \_\_\_\_\_ HM/WK TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ Email \_\_\_\_\_ HM/WK TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_ Email \_\_\_\_\_ HM/WK TELEPHONE \_\_\_\_\_



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Have you ever been convicted of any crime or violation of any law in any state, federal, or military court? \_\_\_\_\_ Yes \_\_\_\_\_ No

Note: For the Purpose of this question, "conviction" includes:

- All instances in which a plea of guilty or nolo contendere is the basis of the conviction.
- All proceedings in which a sentence has been suspended, deferred or withheld.
- All proceedings in which the prosecution was deferred.

Do not include convictions for traffic violations unless alcohol or drug related. If your answer is YES to any of the above, attach an explanation and court record, which includes the disposition of the offense.

(Conviction of a crime does not necessarily preclude you from consideration for employment. The North Star Charter School will consider the nature, date, and relationship of the offense to the position for which you are applying.)

I certify that the answers given herein are true and complete to the best of my knowledge.

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release information relative to my education, training, qualifications, work history and general fitness for employment to North Star Charter School Personnel Committee.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand also, that I am required to abide by all rules and regulations of North Star Charter School.

I further understand that this is an application for employment, and that no employment contract is being offered.

I have read and understand the above.

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Signature

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Date

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If a Resume has been included with this application the following Work Experience does not need to be completed.

**WORK EXPERIENCE:** List your employment history, beginning with your **most recent employment and working back.**

Dates Employed \_\_\_\_\_ Exact Title or Position \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_  
\_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Description of Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates Employed \_\_\_\_\_ Exact Title or Position \_\_\_\_\_

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Name of Immediate Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

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Description of Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Name of Immediate Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact this employer?  Yes  No

Description of Duties and Responsibilities

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