



NORTH STAR PUBLIC CHARTER SCHOOL

839 N. LINDER ROAD, EAGLE, IDAHO 83616
PHONE: (208)939-9600 FAX: (208)939-6090
WWW.NORTHSTARCHARTER.ORG

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

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. A recommendation for employment will be submitted to the Board of Trustees and the candidate will be notified if approved for employment.
3. State of Idaho law requires that all new employees be fingerprinted. North Star Charter School 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.

E-mail questions to: questions@northstar charter.org

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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CLASSIFIED APPLICATION

PLEASE USE BLACK OR DARK BLUE INK. UPPER CASE LETTERS ARE
REQUIRED IN TEXT BOXES.

LAST NAME

TODAY'S DATE

--

FIRST NAME

MI

SOCIAL SECURITY #

--

OTHER LAST NAMES

PHONE

--

E-MAIL ADDRESS

--

STREET ADDRESS

--

CITY

STATE

ZIP CODE

--

POSITION DESIRED

LOCATION

VACANCY #

--

DATE AVAILABLE TO START JOB

--

In case of Emergency, please notify: _____

Address: _____

Phone: _____

Please return completed applications to:
North Star Personnel Committee
P.O. Box 877
Eagle, ID 83616

E-mail questions to: questions@northstar charter.org



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PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS.

Why do you want to work for North Star Charter School? _____

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: _____

PERSONAL REFERENCES

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

NAME ADDRESS HM/WK TELEPHONE

NAME ADDRESS HM/WK TELEPHONE

NAME ADDRESS HM/WK TELEPHONE



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WORK EXPERIENCE: List your employment history, beginning with your **most recent employment and working back**, even if resume is attached. You may attach a resume or additional sheets.

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 _____

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 _____



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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.

Signature

Date

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