



K-5 SUBSTITUTE 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 application and requested materials to:

North Star Charter School 839 N Linder Road Eagle, ID 83616

Or email to: Shelly manuel smanuel@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. The Idaho State Department of Education requires all new employees to be fingerprinted and undergo a state criminal background check. **Employees will not be paid until all paperwork and fingerprinting is complete.** 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

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: _____



NORTH STAR CHARTER SCHOOL

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:

(Please complete if applicable.)

List all computer software you can successfully operate:

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:

A. PROFESSIONAL REFERENCES

List up to three persons who are familiar with your qualifications, background, and may be contacted as a reference:

NAME	Email	TELEPHONE
------	-------	-----------

NAME	Email	TELEPHONE
------	-------	-----------

NAME	Email	TELEPHONE
------	-------	-----------



B. BACKGROUND INFORMATION

1. 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:

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

Do not include convictions for traffic violations unless alcohol or drug related.

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

If YES to any of the above, please attach an explanation and court record, which includes the disposition of the offense.

2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education? Yes No

If yes, please explain:

3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state? Yes No

If yes, please explain:

4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged ground for discipline? Yes No

If yes, please explain:



C. ACKNOWLEDGEMENT/AUTHORIZATION

Please read carefully and sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge.

I understand that if I provide any false, inaccurate, or incomplete information in my application or interview(s) I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which North Star Charter School discovers the violation of its policy regarding application form dishonesty.

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.

I understand 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 _____

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.

North Star Charter School
839 North Linder Road
Eagle, ID 83616

**D. EDUCATIONAL BACKGROUND:**

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Years	Degree & Date Received	Major
------------------------------	-------	------------------------	-------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

Dates Employed _____ Title or Position _____

Name of Employer _____

Address of Employer _____

Name of Immediate Supervisor _____ Phone _____

Reason for Leaving _____

May we contact this employer? Yes No

Description of Duties and Responsibilities:



NORTH STAR CHARTER SCHOOL

Dates Employed _____ Title or Position _____

Name of Employer _____

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 _____ Title or Position _____

Name of Employer _____

Address of Employer _____

Name of Immediate Supervisor _____ Phone _____

Reason for Leaving _____

May we contact this employer? Yes No

Description of Duties and Responsibilities



NORTH STAR CHARTER SCHOOL

Dates Employed_____ Title or Position_____

Name of Employer_____

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_____ Title or Position_____

Name of Employer_____

Address of Employer_____

Name of Immediate Supervisor_____ Phone_____

Reason for Leaving_____

May we contact this Employer Yes No

Description of Duties and Responsibilities