**Administration Application/Classical School**

Thank you for your interest in a position at SCHOOL.. If you are in agreement with the philosophy and vision of the school, and have read the required reading material—*Character Driven College Preparation* by Dr. John W. Turner, Jr., *Kingdom Education* by Glen Schultz, and *An Introduction to Classical Education* by Christopher Perrin—then please complete and return this application.

**Personal Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last First M.I. Preferred Name/Nickname*

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

*Street City State Zip*

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security # \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_

Please list any and all other names by which you have been known (e.g., maiden name, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Education and Certification:**

Copies of all college/university transcripts—both undergraduate and graduate—must be submitted upon employment, if not before.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| College or University | City, State | Degree | Major | Dates Attended | Overall GPA |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please list any and all certifications, licenses, professional designations, and similar forms of professional standing or recognition that you have received. (Please note any that are no longer active.) Also list all professional societies/organizations to which you belong. Copies of all active memberships, certifications, licenses, etc. must be submitted upon employment, if not before.

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**Teaching Positions Considered:**

Core Courses

Indicate all subjects that you might be interested in teaching and consider yourself qualified.

*Grade Level Aide Math Science History\* English Logic Leadership Apologetics*

Grammar School: Kindergarten ⬜ ⬜ (KinderCore: Math & English block)

Grammar School: 1st Grade ⬜ ⬜ (Math/Science block) ⬜ (History/Lang. Arts block)

Grammar School: 2nd Grade ⬜ (Math/Science block) ⬜ (History/Lang. Arts block)

Grammar School: 3rd Grade ⬜ ⬜ ⬜ ⬜

Grammar School: 4th Grade ⬜ ⬜ ⬜ ⬜

School of Logic: 5th–8th Grades ⬜ ⬜ ⬜ ⬜ ⬜ ⬜

School of Rhetoric: 9th-12th Grades ⬜ ⬜ ⬜ ⬜ ⬜ ⬜

*\* History includes Government & Economics in the School of Rhetoric*

Particular subjects or areas of expertise within the core curriculum (e.g., reading specialist, chemistry/physics, etc.): \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Elective Courses

Indicate all subjects that you might be interested in teaching and consider yourself qualified.

*Foreign Languages Fine Arts Computers P.E. Team Sports Student Activities*

⬜ Latin ⬜ Music ⬜ Keyboarding ⬜ PE/Gym ⬜ Football ⬜ Yearbook

⬜ Spanish ⬜ Theatre ⬜ Applications ⬜ Dance ⬜ Basketball ⬜ Newspaper

⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ Art ⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ Outdoor Ad. ⬜ Volleyball ⬜ Government

⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ Speech & ⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ Soccer ⬜ \_\_\_\_\_\_\_\_\_\_

⬜ \_\_\_\_\_\_\_\_\_\_ Debate ⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ \_\_\_\_\_\_\_\_\_\_ ⬜ \_\_\_\_\_\_\_\_\_\_

Please list any special talents and abilities related to teaching: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have teaching experience in Classical education? ⬜ Yes ⬜ No If “Yes,” please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional:**

Please rate yourself on a scale of 1 to 4 on each of the following criteria. “1” indicates an area of significant weakness; “4” an area of significant strength.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vision for ministry | 1 | 2 | 3 | 4 |
| Communication ability | 1 | 2 | 3 | 4 |
| Wise delegation of responsibility | 1 | 2 | 3 | 4 |
| Consciousness of details | 1 | 2 | 3 | 4 |
| Clear, informed decision-making | 1 | 2 | 3 | 4 |
| Discernment of spiritual needs of others | 1 | 2 | 3 | 4 |
| Recognition of personal accountability and responsibility | 1 | 2 | 3 | 4 |
| Approachability | 1 | 2 | 3 | 4 |
| Sensitivity to others’ interests | 1 | 2 | 3 | 4 |
| Broad base of advisors | 1 | 2 | 3 | 4 |
| Support of student activities | 1 | 2 | 3 | 4 |
| Respectability | 1 | 2 | 3 | 4 |
| Receptiveness to new ideas | 1 | 2 | 3 | 4 |
| Resourcefulness | 1 | 2 | 3 | 4 |
| Long-range planning | 1 | 2 | 3 | 4 |
| Commitment to scriptural authority | 1 | 2 | 3 | 4 |
| Stewardship of resources | 1 | 2 | 3 | 4 |
| Patience | 1 | 2 | 3 | 4 |
| Persistence | 1 | 2 | 3 | 4 |
| Experience in the classroom | 1 | 2 | 3 | 4 |
| Experience in administration | 1 | 2 | 3 | 4 |
| Experience in curriculum development | 1 | 2 | 3 | 4 |
| Integration of Christian philosophy into all aspects of operations | 1 | 2 | 3 | 4 |
| Communication of Christian philosophy to parents, community, etc. | 1 | 2 | 3 | 4 |

On a separate sheet of paper, please answer the following questions using fewer than 300 words per question.

1. Why do you want to be a part of SCHOOL?
2. After reading the required books listed in the box on page one of this application, tell us what your biggest “takeaways” were from each book?
3. What do you believe is the unique role of the Christian school?
4. Do you have experience with classical education? If yes, please explain (unless your only experience is as a teacher which you already described on page 2 of this application). If no, what is your view of the classical approach?
5. What is your view of parents’ role in the educational process?
6. What do you consider to be your true strengths as a professional and a leader, including evidence you have seen that administration and leadership are among your spiritual gifts?
7. Describe how you are a spiritual leader to others.
8. What are your philosophies about personnel management, specifically the recruiting, training, supporting, and leading of the teachers/coaches/staff?
9. List any special skills, preparation, training, or areas of significant experience/expertise you may have. Depending upon the position for which you are applying, please address such topics as:
   1. School and/or department (e.g. athletics, fine arts, etc.) operations
   2. Curriculum/program development
   3. Teacher/coach/staff recruiting, management, and training
   4. School accreditation and/or league/conference coordination
   5. Special areas of study/application demonstrating understanding and/or mastery of subject area
   6. Leadership training and instruction
   7. Business administration: budgeting, procurement, scheduling, etc.
   8. Classroom teaching and/or coaching (other than what may have been dismissed in the “Teach Positions Considered section above.)
   9. Youth training and Christian ministry
10. What is your vision for the SCHOOL department for which you are applying to lead and/or administrate?

**Employment History:**

Please list your last four employers, beginning with your current or most recent employer.





**References:**

Please provide four references with phone numbers and email addresses. Include at least two professional references and at least one reference (outside of your family) who can comment on your Christian faith.



**Ability to Perform Essential Job Functions:**

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?

⬜ Yes ⬜ No

If “Yes,” please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you answered “Yes” to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

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Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?

⬜ Yes ⬜ No

If “Yes,” please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Our school welcomes employees, volunteers, and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others who may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?

⬜ Yes ⬜ No

If “No,” why not: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Personal Background Information:**

If you answer “yes” to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?

⬜ Yes ⬜ No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer’s sexual misconduct or harassment policy?

⬜ Yes ⬜ No

Have you ever been charged in *civil* or *criminal* proceedings with improprieties regarding children or minors?

⬜ Yes ⬜ No

Have you ever entered a plea of guilty, a plea of “no contest” (*nolo contendere*), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

⬜ Yes ⬜ No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?

⬜ Yes ⬜ No

**Interests:**

Using a separate sheet of paper, please answer the following questions:

1. Please list your travel experiences.
2. What periodicals do you read regularly?
3. What books have you read in the past 12 months? Please provide a complete list of titles and authors. Include a brief report (2-3 paragraphs) on the one book that had the greatest impact on you and why.
4. What are your favorite television programs?
5. Please list the last three movies you have attended and the last three DVDs you have rented.
6. What are your hobbies?
7. What are your favorite forms of recreation?

**Christian Background:**

What is your denominational preference, if any? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

May we contact your pastor? \_\_\_\_ Yes \_\_\_\_ No Contact after (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you active in your church? \_\_\_\_ Yes \_\_\_\_ No In what capacities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please share your testimony of how you became a Christian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you think it means to be a Christian? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What authority do the Scriptures have in your life and in the world? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Current Issues:**

We live in a pluralistic society with many conflicting beliefs and values. As an educator, your students and/or parents may ask you specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the views held by those who would be Christian role models for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages

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Smoking and chewing tobacco

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Marijuana and other non-prescription drugs

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Entertainment (music/dancing)

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Premarital sex

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Divorce and remarriage

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Abortion

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Homosexuality

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Sexual activity outside Christian marriage

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Personal debt

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Gossip

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Lying/cheating

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If you have a personal testimony regarding any of the above items that you would like to share, please do so here or on a separate sheet.

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**Signature of Attestation:**

I hereby attest that all information provided in this application is complete and truthful.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Staff Agreement**

**Mission of Veritas Academy**

The mission of “school” is to minister to families by partnering with Christian parents to provide for their children a classical education founded upon a Biblical worldview so that these children may commence a lifelong pursuit of knowledge, wisdom and understanding in their purposeful and passionate service of Jesus Christ, for the glory of God. “school” has adopted a university-model approach that integrates professional instruction with parent mentored study and character development to achieve a college preparatory level of academic excellence.

**Statement of Faith of Veritas Academy**

We believe:

* There is one sovereign God in three persons: the Father, the Son, and the Holy Spirit.
* There is one way of salvation: faith in Jesus Christ, the son of God, who lived as a man, died for the sins of all men, and was resurrected so that all who believe in their hearts and confess Jesus as Lord with their mouths will be saved.
* There is one book of truth: the Bible, God’s written revelation to man, authoritative, reliable, inerrant, and without need of any other document(s) to complete its message.
* There is one body: the church, with its many parts acting in unison.

The above statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. “School” does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. In the event other doctrinal issues upon which this ministry has no official stance are brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension which may be caused by denominational distinctive.

Parents, faculty, staff, volunteers and the Board of Trustees must be in agreement with “school” mission statement and statement of faith. Please sign below if you agree with everything included in the document, and with the following statement of Christian conciliation:

*If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Veritas Academy and/or its legal corporate entity and agents, in keeping with 1 Corinthians 6:1, I agree to submit to a board of conciliation (the members of which both I and the school will have a role in selecting) rather than take the dispute to civil court. I agree that the process and procedures to be followed, including the payment of the costs involved, will be that which is recommended by the Christian Legal Society.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration of Moral Integrity**

I understand that “school” expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for such a ministry position, in the capacity of an employee or a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of Veritas Academy.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct is deemed to include, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (*e.g*., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. I understand that any such conduct is grounds for dismissal.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Veritas Academy.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.*

Hebrews 13:4 (The Message)

*A pupil is not superior to his teacher, but every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher.*

Luke 6:40 (Amplified Bible)

**Notice of Criminal History Background Check**

**Pursuant to the National Child Protection Act of 1993**

As amended by the Volunteers for Children Act

To the Applicant:

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of the Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer; (b) by which you are employed or serve as a volunteer; or (c) which provides care to someone to whom you have or may have unsupervised access, may request a background check. Your rights and responsibilities under the VCA are as follows:

* Provide a set of fingerprints.
* Provide your name, address, and date of birth, as it appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C §1028(d)(2).
* Provide certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
* You are entitled to (a) obtain a copy of any background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. Such request for a copy of your criminal history record and any challenge to the accuracy of such record should be addressed to Texas Department of Public Safety.
* Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care. The government agency shall access and review state and federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness to work with children, the disabled, or the elderly and shall convey that determination to the qualified entity. The government agency shall make reasonable efforts to respond to the inquiry within 15 business days.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Employment and Continued Employment /**

**Volunteer Disclosure Authorization and Release**

I understand that in connection with my application for employment, volunteer services, and/or for continuous employment/volunteer services, “school”, IntelliCorp, their agents, assigns or any other authorized third parties (collectively, the “Investigators”) may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, volunteer experience, driving, and/or criminal history (collectively, the “Information”). However, unless my position involves handling money or having access to monies and/or other transferable monetary instruments, my credit history will not be checked.

I understand that “school” may rely on any part or all of the Information in determining whether to extend an offer of employment/volunteer duty to me. I further understand that if any adverse action is taken by “school”, or if “school” chooses not to extend an offer of employment/volunteer duty to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to employment/volunteer assignments, and is not conducted for any purpose other than in connection with my application for employment/volunteer status and/or my eligibility for continued employment/volunteer duties.

I have read this Pre-Employment and Continued Employment/Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for employment/volunteer duties. I hereby release any and all Investigators, including “school” and its agents, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application with “school”. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Although furnishing your Social Security Number is not optional, it shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Criminal History Certification**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last First Middle Maiden Nickname*

Please list any and all other names by which you have been known, not already listed above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Street City State Zip*

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security # \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_

List all addresses at which you have lived over the past five years (attach additional sheets if necessary):

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

*Street Apt # City State Zip*

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

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*Street Apt # City State Zip*

Check the appropriate box below:

I have been convicted of, or am under investigation or pending indictment for; the following crimes (list the dates, location/jurisdiction, circumstances, and status/outcome): 

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have not been convicted of, nor am I under any known investigation or pending indictment for, any crimes.

I have been provided a copy of the *Notice of Criminal History Background Check* and the *Pre-Employment and Continued Employment/Volunteer Disclosure Authorization and Release*. I have read and understood these documents and provide this Certification in accordance with the terms of that Notice. I hereby certify that the information I have provided above is true and complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_