

International Charter Academy of Georgia
3705 Engineering Drive
Peachtree Corners, GA 30092

NOTICE OF NONDISCRIMINATORY POLICY AS TO EMPLOYEES AND APPLICANTS

International Charter Academy of Georgia provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, International Charter Academy of Georgia complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation and training.

International Charter Academy of Georgia expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of International Charter Academy of Georgia's employees to perform their job duties may result in discipline up to and including discharge.

OFFICE AND ADMINISTRATIVE STAFF EMPLOYMENT APPLICATION

(PLEASE PRINT)

Position applying for: _____ Full Time Part Time

Available to start working: (date) _____

PERSONAL DATA

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Telephone _____ E-Mail _____

Are you eligible to work in the United States? Yes No

EMPLOYMENT HISTORY

Complete the information below for your most recent positions held, from most recent to least.

Employer	Position Held	Start Date	End Date	City, State

Please provide a brief description of your duties:

Employer	Position Held	Start Date	End Date	City, State

Please provide a brief description of your duties:

Employer	Position Held	Start Date	End Date	City, State
Please provide a brief description of your duties:				
Please provide a brief description of your duties:				

EDUCATIONAL BACKGROUND

List high schools, colleges, universities, and training institutions attended.

	Dates Attended	School and Location	Degree/Date	Major and Minor	Grade Average
H. S.			Diploma		
U N I V E R S I T I E S					

Any degree presently pursuing _____ Date degree to be conferred _____

Distinctions and Honors: _____

Activities: _____

Have you ever been discharged or requested to resign from a position?

Yes No If yes, explain _____

Criminal History: Please note that a "Yes" answer to any of the following questions will not necessary disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Have you ever been convicted of a crime? Yes No

If yes, explain _____

Have you previously applied for a position with International Charter Academy of Georgia? Yes No

If yes, explain _____

LEGAL NOTIFICATION

It is understood that International Charter Academy of Georgia may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BCII) for a background check and I hereby consent to such inquiries.

I understand that if I am employed prior to the receipt of the BCII report, my continued employment will be conditional on receipt of a report demonstrating that I am in compliance with the Board of Education rules and regulations regarding applicant/employee criminal records and disclosure of criminal convictions.

Signature: _____ Date _____

I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated. By affixing my signature, I agree to the conditions listed on this application and will, if employed, tender my resignation of employment should I fail to fulfill these conditions.

Signature: _____ Date _____

REFERENCES

These should be from persons best qualified and willing to give an objective appraisal of your fitness in the position you seek.

Do we have your permission to contact these persons at this time? Yes No

Name	Address	Phone No.	Position/Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR OFFICE USE ONLY:

Date Received:

Name:

Degree: Bachelor's Master's M.A. + Ph.D.

Checked by _____