

**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:				
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**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

International Charter Academy of Georgia requires a fingerprint background check on all applicants. The Georgia Bureau of Investigation utilizes Fieldprint, Georgia Application Processing Services, to provide a service for electronic submission of fingerprints of Georgia Applicants. The Federal/State criminal history results will be available to the International Charter Academy of Georgia after the applicant has been fingerprinted and the prints are received by the Georgia Crime Information Center (GCIC).

I understand that if I am employed prior to the Federal/State criminal history results, my continued employment will be conditional on receipt of results 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 \_\_\_\_\_