

GENERAL EMPLOYMENT APPLICATION Non-Teaching Positions

WELCOME

Thank you for taking the time to complete an application for employment with Bear Creek Community Charter School. Information regarding current employment opportunities is available on the school's web site at www.bearcreekschool.com. Completed applications are retained for a one-year period from the date of receipt.

MISSON

Our Mission is to embrace a diverse student body and inspire student success through an innovative curriculum, the cultivation of environmental stewardship, and by holding students, parents, and staff accountable for results. To learn more about Bear Creek Community Charter School, our Core Values, and why parents choose to enroll their children, visit the school's web site at www.bearcreekschool.com and select About from the top menu bar.

EQUAL OPPORTUNITY EMPLOYMENT

Bear Creek Community Charter School does not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital status, citizenship status, sexual orientation, or any other basis that is prohibited by applicable law. The School's policies as well as its practices, seek to ensure that employment opportunities are available to all employees and applicants, based solely on job-related criteria. This policy of nondiscrimination applies to all employment practices, including but not limited to hiring, compensation, benefits eligibility, promotions, transfers, and layoffs.

GENERAL REQUIREMENTS

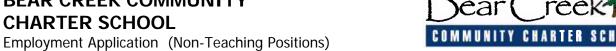
All persons considered for employment must submit all required federal and state criminal background checks, along with the required child abuse clearance before any offer of employment will be made. Employees must submit satisfactory proof of citizenship, permanent residency in the United States, or authorization to work in the United States within three business days of your date of hire.

COMPLETED APPLICATIONS

Completed applications should be returned to:

Bear Creek Community Charter School Attention: Human Resources 30 Charter School Way Bear Creek Township, PA 18702 E-mail: info@bearcreekschool.com

BEAR CREEK COMMUNITY CHARTER SCHOOL



APPLICANT INFORMATION									
Last Name:			First:				M.I.	Date:	
Street Address:	·					Apartment/Unit #			
City:			State:				Zip:		
Phone:	E-mail	E-mail Address:							
Date Available:		<u>.</u>	Des			sired Salary:			
Position Applied for:									
Are you applying for full or part tin		Approximate date you can begin work:							
Are you available to work overtime?		NO 🗌							
Are you a citizen of the United States?		NO 🗌	If no, are you authorized to work in the U.S.? YES NO						
Have you ever been convicted of a felony? YES		NO 🗌	If yes, explain						
EDUCATION									
High School:		Address:	SS:						
Years Completed:	Did you graduate?	YES 🗌	NO [Degree:					
College:		Address:							
G.P.A.	Did you graduate?	YES 🗌	NO [Degree:					
<u>Other</u>		Address							
G.P.A.	Did you graduate?	YES 🗌	NO [Degree:					
REFERENCES									
Please list three professional refere	ences.								
Full Name:				Title:					
Relationship:			Phone: ()						
Company:									
Full Name:			Title:						
Relationship:			Phone: ()						
Company:									
Full Name:		Title:							
Relationship:			Phone: ()						
Company:									

PREVIOUS EM	PLOYMENT (<i>B</i>	egin with Current or	Most Rec	ent Employ	rer)				
Company:				Phone: ()					
Address:			Supervisor:						
Job Title:			Starting Salary:	\$		Ending Salary:			
Responsibilities:									
From:	То:	Reason for Leaving:							
May we contact your previous supervisor for a reference?				NO 🗆					
Company:				Phone: ()					
Address:			Supervisor:						
Job Title:	Job Title:			\$		Ending \$ Salary:			
Responsibilities:			Salary:						
From:	То:	Reason for Leaving:							
May we contact your previous supervisor for a reference?				NO 🗆					
Company:			Phone: ()						
Address:			Supervisor:						
Job Title:		Starting Salary:	\$		Ending \$ Salary:				
Responsibilities:									
From:	То:	Reason for Leaving:							
May we contact yo	our previous super	visor for a reference?	YES	NO 🗌					
MII ITADV SED	OVICE								
MILITARY SERVICE Branch:					From:	To:			
Rank at Discharge:				Type of Disc					
If other than honorable, please attach an explanation.									
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CERTIFICATES	S/PROFESSION	IAL AFFILIATIONS							
Please list any certificates earned or in progress and any additional training programs you have or are currently participating in that you did not include above. List any professional affiliations to which you belong (please do not list activities that would indicate age, sex, color, race, creed, national origin, religion, marital status, or disability).									

HIRING PROCESS

In connection with my application for employment and as a condition of continuing employment with Bear Creek Community Charter School, I understand that inquiries will be made into my background, including contacting previous employers, educational institutions, criminal convictions, and other reports. These reports may include information as to my character, work habits, work performance, education, compensation, and experience, along with reasons for termination of employment from previous employers.

In the event an offer of employment is extended to me, I understand I must provide satisfactory documents to establish my identity and right to work in the United States. I also understand that failure to provide this evidence will result in the termination of my employment.

AT WILL EMPLOYMENT

I understand that employment with Bear Creek Community Charter School is at-will, which means that neither the employee nor Bear Creek Community Charter School has entered into a contract regarding the duration of employment. As an at-will employee, either the employee or the School may terminate this employment relationship at any time, with or without cause or prior notice. No officer, director, trustee, supervisor, manager or any other employee or representative of Bear Creek Community Charter School has the authority to enter into any agreement with you or make any promises or commitments contrary to any of the foregoing.

As an individual employed during the academic year, I understand that unless otherwise notified by the Chief Executive Officer, I have reasonable assurance of employment following each break in the scheduled academic term.

AUTHORIZATION TO RELEASE INFORMATION & HOLD HARMLESS

I authorize without reservation, representatives of Bear Creek Community Charter School to take the necessary steps to obtain the information described above, and further authorize any party or agency contacted to furnish the above information. I hereby agree to release all individuals, companies or agencies involved from any and all liability and responsibility for providing such information. I consent to obtaining the above information from Bear Creek Community Charter School, its representatives or agents. This authorization and consent shall be considered valid in original, fax, e-mail or copy form.

I agree to release and hold harmless any individual, company, or agency from any and all liability with regard to furnishing information to the Bear Creek Community Charter School, and further agree to release and hold harmless the Bear Creek Community Charter School, its representatives and agents, from any and all liability with respect to the receipt of such information.

CERTIFICATION

I certify that the information I have furnished on this Employment Application is true and complete. I understand that if any misrepresentation has been made by me either verbally or in writing, any offer employment made to me may be withdrawn or my subsequent employment by Bear Creek Communit Charter School may be terminated.	er of
Signature of Applicant Date	