

**HUMANITIES AND FINE ARTS CHARTER SCHOOL  
APPLICATION FOR  
NON-INSTRUCTIONAL**

<b>CONTACT INFORMATION Personal Information</b>	<b>Contact Information</b>
*First Name:	*Mailing Address:
*Last Name:	Address Line 2:
Middle Name:	*City:
Other Name:	*State:
Maiden Name:	*Phone: (      )
Former Last Name:	Phone 2: (      )
Sensitive Information: Social Security Number	
*SSN:	

<b>SECURITY BACKGROUND CHECK</b>	
<b>Other Names and Aliases</b>	<b>Questionnaire</b>
In this box, list aliases. An alias is any other name by which an individual is or has been known, including maiden name and/or nick name. if not applicable, place 'N/A' on space provided.	*Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
:	*Are you willing to take a pre-employment drug test? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Name or Alias 1:	*Are you willing to be fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Name or Alias 2:	
Other Name or Alias 3:	
Other Name or Alias 4:	

### Criminal Convictions

At the time of employment local, state and federal law enforcement agencies will research your fingerprints. Sealed or expunged records must be revealed to the Humanities and Fine Arts Charter School pursuant to Florida Statutes 943.0585 and 943.059. Your employment with the Humanities and Fine Arts Charter School is temporary and probationary pending successful processing of your fingerprints. The following questions must be answered truthfully. Your omission of any criminal history information will subject you to termination.

\* Have you ever been convicted of an offense other than a minor traffic infraction? (DUI, DWI and other criminal traffic violations are not minor and must be reported.)

Yes  No

\* Have you ever been found guilty of a criminal offense?

Yes  No

\* Have you ever entered a nolo contendere or no contest plea?

Yes  No

\* Have you ever had a criminal record sealed?

Yes  No

\* Have you ever had a criminal record expunged?

Yes  No

\* Have you ever had adjudication withheld in a criminal offense?

Yes  No

\* Are there criminal charges currently pending against you?

Yes  No

### Arrest Data

If you have been arrested in the past, complete the block(s) below, providing the requested information about EACH arrest. Failure to list an arrest may be considered falsification of the application due to intentional misrepresentation of your criminal history.

1st Conviction  
Where Arrested?

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Arresting Agency:

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Date of Arrest: mm/dd/yyyy

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Offense:

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Final Disposition:

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2nd Conviction  
Where Arrested?

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Arresting Agency:

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Date of Arrest: mm/dd/yyyy

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Offense:

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Final Disposition:

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<p>* Have you ever been imprisoned or jailed as a result of a criminal proceeding?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>* Have you ever been placed on probation as a result of a criminal proceeding?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>* Have you ever failed to appear in court or forfeited bond in a criminal proceeding?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>* Have you ever been dismissed from employment in another school system or had your contract non-renewed?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>3rd Conviction Where Arrested? _____</p> <p>Arresting Agency: _____</p> <p>Date of Arrest: mm/dd/yyyy _____</p> <p>Offense: _____</p> <p>Final Disposition: _____</p>
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**WORK ELIGIBILITY INFORMATION**

**Questionnaire**

Are you legally authorized to work in the United States as a United States Citizen or a non-citizen with employment authorization? (Proof of eligibility will be required before you can begin to work).

Yes  No

Have you ever been employed with the Lake County School Board?

Yes  No

Did you leave employment prior to the end of a school year?

Yes  No

If yes, please complete the field below.

Are you presently under contract with a school system?

Yes  No

If yes, which school system?

\_\_\_\_\_

**Bus Driver Information**

Do you hold a valid Commercial Driver's license (CDL)?

Yes  No

If yes, please complete the fields below.

Driver's license number:

\_\_\_\_\_

Class of CDL:

\_\_\_\_\_

Are you at least 21 years old with at least 5 years of safe driving experience as a licensed driver?

Yes  No

**Availability**

Date Available:  
mm/dd/yyyy

\_\_\_\_\_

- Full
- Part-time

**EDUCATION HISTORY**

Please list chronologically beginning with the most recent education.

**Technical Literacy**

Please indicate your knowledge of any of the following:

(To select more than one option, hold down the 'ctrl' or 'cmd' ).

- Desktop Publishing
- Internet
- Keyboard (Typing)
- Multimedia

**Education Level to Date:**

Highest Level of Education:

\_\_\_\_\_

**High School**

Do you have a high school diploma or GED?

- High School diploma
- GED

High School:

Degree Awarded:

\_\_\_\_\_

\*Note: If indicating diploma or GED, you must mail a notarized copy of the diploma or GED certificate unless also providing official transcript of Associates degree or higher with this application.

If none, enter the highest grade completed:

Graduation date: mm/dd/yyyy

\_\_\_\_\_

\_\_\_\_\_

City:

State:

Zip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Colleges/Universities 1**

Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy
_____	_____
College/University:	
_____	
Major:	
_____	
Minor:	
_____	
Degree Awarded:	
_____	
City:	
_____	
State:	Zip:
_____	_____
Graduation Date: mm/dd/yyyy	GPA:
_____	_____

**Colleges/Universities 2**

Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy
_____	_____
College/University:	
_____	
Major:	
_____	
Minor:	
_____	
Degree Awarded:	
_____	
City:	
_____	
State:	Zip:
_____	_____
Graduation Date: mm/dd/yyyy	GPA:
_____	_____

**Colleges/Universities 3**

Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy
_____	_____
College/University:	
_____	
Major:	
_____	
Minor:	
_____	
Degree Awarded:	
_____	

**Colleges/Universities 4**

Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy
_____	_____
College/University:	
_____	
Major:	
_____	
Minor:	
_____	
Degree Awarded:	
_____	

City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Graduation Date: _____ GPA: _____ mm/dd/yyyy	Graduation Date: _____ GPA: _____ mm/dd/yyyy

**PROFESSIONAL REFERENCES**

Persons who have supervised your work in an educational setting are preferred. Do not use relatives or spouse.

**Reference 1**

**Reference 2**

First Name: _____	First Name: _____
Last Name: _____	Last Name: _____
Middle Initial: _____	Middle Initial: _____
Title: _____	Title: _____
Address 1: _____	Address 1: _____
Address 2: _____	Address 2: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone: (    ) _____	Phone: (    ) _____
Phone 2: (    ) _____	Phone 2: (    ) _____

## **Veteran's Preference Claim**

Have you previously entered into employment by the state, including the State University System, the State Community College System, the Florida School for the Deaf and Blind, or any of the state's political subdivisions (such as county, city, town, village, school district, special road and bridge district, etc.) while claiming veterans' preference?

Yes  No

### **Preference in appointment will be provided to eligible veterans and spouses of veterans as defined by the following:**

A veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veterans Administration and the Department of Defense.

The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power.

A veteran of a war who has served on active duty for one (1) or more days and who was discharged or separated therefrom with an honorable discharge from the Armed Forces of the United States of America with such active duty performed during a wartime era, as defined below. (Excludes active duty for training.)

The un-remained widow or widower of a veteran who died of a service-connected disability.

### **"War" or "wartime era" means any of the following:**

Persian Gulf War: August 2, 1990, ending on the date thereafter prescribed by presidential proclamation or by law.

Vietnam Era: February 28, 1961, to May 7, 1975

Korean Conflict: June 27, 1950, to January 31, 1955

World War II: December 7, 1941, to December 31, 1946

World War I: April 6, 1917, to November 11, 1918, extended to April 1, 1920, for those veterans who served in Russia; also extended through July 1, 1921, for those veterans who served after November 1, 1918, and before July 2, 1921, provided such veterans had at least one day of service between April 5, 1917, and November 12, 1918.

Are you claiming veterans' preference as defined by 1, 2, 3 or 4 listed above?

Yes  No

If yes, under which category above do you consider yourself qualified?

1

2

3

4

If claiming preference under category 1, what is your documented disability rating? (%)

\_\_\_\_\_

Applicants claiming preference must provide acceptable documentary evidence to support their claim. As a minimum, the DD-214 or military discharge papers must be provided. Additional documentation may be required, depending on the category (1-4) claimed.

## RESUME AND ADDENDUM APPLICATION

### RESUME

If you would like to submit your resume, please Paste it below prior to completing the application process.

### ADDITIONAL INFORMATION

**Knowledge, Skills, Abilities, Extracurricular Interests, Honors:** List the knowledge, skills, abilities you will bring to the job, and your extracurricular interests and or honors you have that you feel will enhance your status as an applicant for a position in the Humanities and Fine Arts Charter School.

**Knowledge/Special Licenses:** (Examples include: knowledge of data collection methods, principles of filing, behavior management techniques, etc.)

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**Skills:** (Examples include: skill in operation of heavy equipment, performance with personal computers, carpentry, plumbing, etc.)

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**Abilities:** (Examples include: ability to write reports, effectively deal with public, proficiency in foreign language, etc.)

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**Extracurricular Interests and Talents:** (Examples include: playing an instrument, singing, drawing/painting, acting and dancing; list hobbies, clubs, etc.

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List activities you will be willing to sponsor in a school setting:

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Honors: List honors or distinctions you have earned in college and/or in your profession:

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**Additional Information**

How did you hear about us?

- Friend
- Newspaper
- Website
- Advertisement
- Family

**AGREEMENT**

I am aware that any omissions, falsifications, misstatements, or misrepresentations on my application or inserts/attachments herein may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted to the Humanities and Fine Arts Charter School are public records. I certify that, to the best of my knowledge and belief, all of the statements contained on this form and within my application or attachments are true, correct, complete, and made in good faith.

**Official transcript is required at the time of the interview.**

\* I have read the above statement:

Yes  No

\* First Name:

\_\_\_\_\_

\* Middle Initial:

\_\_\_\_\_

\* Last Name:

\_\_\_\_\_

\*Agree to terms:

Yes  No

An Equal Opportunity Employer  
“It is the fundamental policy of the Humanities and Fine Arts Charter School, to provide equal opportunity in all its operations and in all areas of employment practice and to ensure that there shall be no discrimination against any employee or applicant on the basis of age, race, color, religion, gender, national origin or ancestry, marital or veteran status or disability.”

Thank you for completing your application for the Humanities and Fine Arts Charter School. Please print and mail this application to the address below.  
HUMANITIES AND FINE ARTS CHARTER SCHOOL  
213 N. Lee Street Leesburg, FL 34748