

**Skyline Education, Inc.**  
**Employment Application**

**What school are you applying for: \_\_\_\_\_**  
**(Must complete-do not just add resume)**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Other \_\_\_\_\_

Position Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Location Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you able to provide documentation of your eligibility to work in the United States? \_\_\_\_\_

**Education – (Start with High School, Finish with Highest Education Completed)**

**Name & Location of School** \_\_\_\_\_  
(High School)

No. of Years Attended \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Total Credits Received \_\_\_\_\_ Major \_\_\_\_\_

**Name & Location of School** \_\_\_\_\_

No. of Years Attended \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Total Credits Received \_\_\_\_\_ Major \_\_\_\_\_

**Name & Location of School** \_\_\_\_\_

No. of Years Attended \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Total Credits Received \_\_\_\_\_ Major \_\_\_\_\_

**Name & Location of School** \_\_\_\_\_

No. of Years Attended \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Total Credits Received \_\_\_\_\_ Major \_\_\_\_\_

**LIST YOUR LAST FOUR EMPLOYERS, MOST RECENT FIRST**

**1. Company Name** \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

**2. Company Name** \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

**3. Company Name** \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

**4. Company Name** \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

**REFERENCES – PLEASE GIVE THE NAMES OF FOUR PERSONS NOT RELATED TO YOU. WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.)**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

4. Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

**GENERAL QUESTIONS**

1. Have you ever been convicted of a felony? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

2. Are you charged with an unsolved criminal or civil matter? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

3. Have you ever been convicted, plead guilty or plead “no contest” to any criminal or civil offense involving child abuse or sexual impropriety with a minor? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

4. Do you have an AZ Department of Public Safety Class One Fingerprint Clearance card?

Yes No

If yes, what is the expiration date? \_\_\_\_\_ A copy of the card is be required.

If no, upon hire would you be willing to obtain a fingerprint card at your expense? Yes No

5. Have you ever had your class one fingerprint clearance card suspended? Yes No  
If yes, give some details as to why it was suspended\_\_\_\_\_

6. Do you hold an Arizona Department of Education Certification? \_\_\_\_\_

If yes, what area and endorsements do you have? \_\_\_\_\_

What is the expiration date? \_\_\_\_\_

**APPLICANT'S AUTHORIZATION AND AGREEMENT**

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION (AND ACCOMPANYING RESUME, IF ANY) ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT ANY FALSE STATEMENTS, OMISSION OR MISREPRESENTATION ON THIS APPLICATION, MY RESUME, OR ANY OTHER MATERIALS, DURING ANY INTERVIEW WILL RESULT IN REFUSAL TO HIRE OR DISMISSAL IF I HAVE BEEN EMPLOYED, REGARDLESS OF WHEN DISCOVERED BY THE COMPANY OF SKYLINE EDUCATION, INC.. **PLEASE INITIAL** \_\_\_\_\_

I UNDERSTAND THAT ANY EMPLOYMENT IS CONDITIONAL ON A BACKGROUND CHECK AND THAT THE COMPANY MAY AT ITS DISCRETION, PROCURE AND HAVE PREPARED AN INVESTIGATIVE CONSUMER REPORT, IN ACCORDANCE WITH APPLICABLE LAW. I UNDERSTAND THAT UPON WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME, I CAN OBTAIN FROM THE COMPANY WRITTEN DISCLOSURE OF THE NATURE AND SCOPE OF ANY SUCH REPORT IF REQUESTED. I AUTHORIZE THE COMPANY TO THOROUGHLY INVESTIGATE ALL STATEMENTS CONTAINED IN MY APPLICATION OR RESUME AND I AUTHORIZE MY FORMER EMPLOYERS, REFERENCES AND OTHER INDIVIDUALS OR ORGANIZATIONS LISTED TO DISCLOSE INFORMATION REGARDING MY FORMER EMPLOYMENT, EDUCATION, CHARACTER AND GENERAL REPUTATION TO THE COMPANY, WITHOUT GIVING ME PRIOR NOTICE OF SUCH DISCLOSURE. IN ADDITION, I RELEASE THE COMPANY, ANY FORMER EMPLOYER, REFERENCES AND ANY INDIVIDUALS OR ORGANIZATIONS LISTED ABOVE (AS WELL AS THOSE PROVIDED VERBAL OR IN OTHER DOCUMENTATIONSUBMITTED BY THE COMPANY) FROM ANY AND ALL CLAIMS, DEMANDS, OR LIABILITIES ARISING OUT OF OR RELATED TO SUCH INVESTIGATION OR DISCLOSURE. **PLEASE INITIAL** \_\_\_\_\_

I UNDERSTAND AND AGREE THAT NOTHING IN THIS APPLICATION, OR CONVEYED DURING MY INTERVIEW, IS INTENDED TO CREATE AN EMPLOYMENT CONTRACT. I FURTHER UNDERSTAND AND AGREE THAT IF I AM HIRED, MY EMPLOYMENT WILL BE "AT-WILL" AND WITHOUT FIXED TERMS, AND MAYBE TERMINATED AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE, AT THE OPTION OF EITHER THE COMPANY OR MYSELF. NO PROMISE REGARDING EMPLOYMENT HAS BEEN MADE TO ME, AND I UNDERSTAND THAT NO MANAGER, REPRESENTATIVE OR EMPLOYEE OF THE COMPANY OTHER THAN THE CHIEF EXECUTIVE OFFICER HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO FOREGOING. FURTHER, ANY SUCH AGREEMENTS MUST BE IN WRITING AND SIGNED BY THE CHIEF EXECUTIVE OFFICER AND THE EMPLOYEE. **PLEASE INITIAL** \_\_\_\_\_

I UNDERSTAND THAT FILLING OUT THIS FORM DOES NOT INDICATE THERE IS A POSITION OPEN AND DOES NOT OBLIGATE THE COMPANY TO HIRE. IF HIRED, I AGREE TO ABIDE BY ALL THE COMPANY WORK RULES, POLICIES AND PROCEDURES. THE COMPANY RETAINS THE RIGHT TO REVISE ITS POLICIES AND PROCEDURES, IN WHOLE OR IN PART, AT ANY TIME. **PLEASE INITIAL** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_