



Employment Application Form

Please complete all areas applicable to position for which you are applying. Please fax the completed application to 208-580-2450, email to cdurance@rmckenna.org or return to Richard McKenna Charter Schools main office.

Please call the office at 208.580.2449 ext. 1101 if you have questions.

Application Date _____

Name _____

First Middle Last

SSN _____ Birthdate _____

Address _____

City

Phone _____ Email _____

POSITIONSEEKING

Teachers Only: What other subjects do you feel comfortable teaching?

EDUCATION

School	Last Year Attended	Degree	Major	Minor

EXPERIENCE (List most recent and relevant experience first.)

Dates	Employer	Phone	Yrs/Mos	Subject Taught

ENDORSEMENTS/CERTIFICATIONS (Please list your teaching endorsements if applicable.)

Type of Certificate	Endorsements

REFERENCES (Give at least three current references of individuals who have first hand knowledge of your ability, character, personality, and work ethic.)

Name	Phone	Position

PHILOSOPHY

If applicable, please include a **one page document** describing your philosophy of education. How do students best learn? What is your teaching or administrative style?

CERTIFICATES

All professional personnel employed by McKenna Charter School must have a copy of a valid Idaho Certificate filed at the administrative office.

☐ I have a current Idaho Certificate. I was first certified in Idaho on this date: _____

☐ I have applied and am expecting to receive my Idaho Certificate

I certify that I have never been convicted nor received a withheld judgment for any felony for misdemeanor except for minor traffic violations; that I have not been the subject of a valid report of child abuse nor neglect, not the subject of a valid report of adult abuse. All convictions or withheld judgments, except for minor traffic violations must be listed. The existence of a criminal record does not constitute an automatic bar to employment.

Signature

Date

OFFICIAL USE ONLY

☐ W-4

☐ I-9

PAST JOB PERFORMANCE Release Agreement-Request to Employer Idaho Code 33-1210

Idaho Code 33-1210 requires all Idaho School District employers to obtain past school district employer performance information regarding an individual they are considering for hire, with regard to any position at an Idaho Public School District.

I wish to be considered for employment with McKenna Charter School. I understand that as a part of the applicant process, the school district is required by Idaho Code 33-1210 to request that the applicant sign a release statement authorizing the applicant's current and past employers, including employers outside the state of Idaho, to release to the school district all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring school district copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the applicant.

In addition, the school district or an employee acting on behalf of the school district, who is good faith discloses information under this section either in writing, printed material, electronic material or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of disclosure under this section unless the evidence establishes one (1) or more of the following: (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute.

Information received pursuant to this section shall be used by a school district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied. Except as otherwise provided by law, a board member or employee of a school district shall not disclose the information to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment. A person who violates the provisions of this subsection may be civilly liable for damages caused by such a violation.

Out-of-state former employers, if you have a particular statutory reason why disclosure of this material cannot be made, we would appreciate if you could identify such a basis in your communication denying our request for materials. We do wish to reiterate that by executing this document your former employee is waiving all statutory and confidentiality provisions which may apply to the personnel file. Direct confidential information to Chantel Durrence, McKenna Charter School, 675 S. Haskett, Mountain Home ID, 83647 or call 208-580-2449 ext 2 or email cdurrence@rmckenna.org.

I also understand that Idaho Code 33-1210 (b) releases the applicant's current and past employers, and employees acting on behalf of that employer, from any liability for providing information described in paragraph (a) of this subsection, as provided in subsection (4) of this section. A school district shall not hire an applicant who does not sign that statement described in subsection (2) of this section.

In the event I am selected as a finalist for employment at McKenna Charter School, I understand this release will be sent to my prior employers. Marking 'Yes' certifies that I have read and understand this page, and agree to the terms and conditions outlined in this document: ____ Yes ____ No

Signature