



Arapahoe Charter School

9005 NC Hwy 306 S
Arapahoe, NC 28510

Phone (252) 249-2599
Fax (252) 249-1316

APPLICATION FOR EMPLOYMENT (NON-TEACHING POSITION)

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital, or veteran status or the presence of a non-job-related medical condition or handicap.

Position(s) Applied For

Date of Application

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number (s)			Social Security Number		

SECTION I

1. Are you a citizen of the United States? ___ yes ___ no
 2. Have you ever filed an application with us before? ___ yes ___ no
 If Yes, give date _____
 3. Have you ever been employed with us before? ___ yes ___ no
 4. If Yes, what position? _____ Date _____
 5. Are you currently employed? ___ yes ___ no
 6. May we contact your present employer? ___ yes ___ no
 7. On what date would you be available for work? _____
 8. Have you been convicted of a felony? ___ yes ___ no
 If Yes, please explain _____
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9. Have you ever been convicted of any offense involving harassment, sexual molestation, physical or sexual abuse or rape.? ___ yes ___ no

10. Have you ever been dismissed or failed to have a contract renewed? ___ yes ___ no

If Yes, please explain: _____

SECTION II

MEMBERSHIPS – Professional Associations/Organizations

HONORS, AWARDS, ACCOMPLISHMENTS

SECTION III

EDUCATIONAL AND PROFESSIONAL PREPARATION

Graduate of _____ High School

In _____ Date _____

College/Institution (Name/Location) <i>(List most recent first)</i>	Included Dates (Month/Year)	Degree and/or Certification	Major/Minor
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SECTION IV

CERTIFICATIONS

List professional certificates held, state issues, and date of expiration:

_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION V

Employment History (List Chronologically)

Name of Employer:	Job Title:	Dates of Employment: Starting: _____ Ending: _____
Employer Address:	Supervisor's Name & Phone Number:	Annual Salary: Starting: _____ Ending: _____
Responsibilities: _____ _____ _____ _____ _____		
Attach additional Sheets if Necessary		

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Employer Address:	Supervisor's Name & Phone Number:	Annual Salary: Starting: _____ Ending: _____
Responsibilities: _____ _____ _____ _____ _____		
Attach additional Sheets if Necessary		

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Name of Employer:	Job Title:	Dates of Employment: Starting: _____ Ending: _____
Employer Address:	Supervisor's Name & Phone Number:	Annual Salary: Starting: _____ Ending: _____
Responsibilities: _____ _____ _____ _____ _____ <p align="right">Attach additional Sheets if Necessary</p>		

REFERENCES

List any references you feel would supply us with pertinent information concerning your experience and/or education.

Name _____ Position _____

Address _____ City _____

State _____ Zip Code _____

Area Code _____ Home Phone _____ Work Phone _____

Name _____ Position _____

Address _____ City _____

State _____ Zip Code _____

Area Code _____ Home Phone _____ Work Phone _____

Name _____ Position _____

Address _____ City _____

State _____ Zip Code _____

Area Code _____ Home Phone _____ Work Phone _____

Additional Information

Please check appropriate answers:

Yes No

Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended, or otherwise subject to disciplinary action?

Have you ever been convicted of any violation of the law other than a minor traffic ticket?

Have you ever entered a plea of nolo contendere (non contest) to any charge against you?

Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation?

If you answered yes to any of the above questions, please explain on a separate page and include with this application.

Driver's License Number _____ State _____ Class _____

DISCLOSURE & AUTHORIZATION

DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION

Employer (“the Company”) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Background Investigation Bureau, LLC, (“BIB”) who may be reached at 9710 Northcross Center Court, Huntersville, NC 28078, or by phone at (877) 439-3900 or by another outside organization. Other types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by BIB from public record sources and will not be used to discriminate against you in violation of any law. The scope of this Disclosure and Authorization is all-encompassing, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. The BIB privacy policy may be found at www.BIB.com

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by directly contacting the consumer reporting agency identified above.

AUTHORIZATION AND ACKNOWLEDGMENT

I acknowledge receipt of the DISCLOSURE - NOTICE REGARDING BACKGROUND INVESTIGATION and “A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT” and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, past or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by BIB, additional third-party organizations acting on behalf of Employer, and/or Employer itself. I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original.

Signature: _____ **Date** _____

- Please check this box if you are a **Minnesota or Oklahoma** applicant or employee and would like to receive a copy of a consumer report if one is obtained by the Company.
- Please check this box if you are a **California** applicant or employee and you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.
 (*If you elect to receive a copy, you are required (on an ongoing basis) to keep Employer informed of address changes so reports are not sent to old addresses.)

Personal Identifying Information for Consumer Reporting Agency – please print or type (list all names used; maiden, surname, alias)

Last Name	First	Middle
Last Name	First	Middle
Last Name	First	Middle
Home Street Address	Apartment/Unit #	
City	State	ZIP
Phone	E-mail Address	
*Date of Birth	*Social Security No.	Gender
		Race
Drivers License Number	State Issued	Expires

*This information is for the sole purpose of retrieving the background information listed above and will not be used by Employer for discriminatory purposes.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

Signature: _____ **Date** _____

(Applicant to keep this Summary of Rights)

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting

agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051