



Two Schools  
One Philosophy



14600 NE 24<sup>th</sup> Place  
Bellevue, WA 98007  
425-556-0791

## APPLICATION FOR EMPLOYMENT

**NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION**

INFORMATION			
LAST NAME:	FIRST NAME:		MIDDLE IN:
PRESENT ADDRESS:	CITY:	STATE:	ZIP:
HOME PHONE:	CELL:	E-MAIL:	
POSITION APPLIED FOR?			
WAGE/SALARY AND BENEFITS REQUIRED?			
APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time		DATE AVAILABLE TO START WORK?	
SUBJECTS YOU ARE INTERESTED IN TEACHING:			
GRADE LEVELS YOU ARE INTERESTED IN TEACHING:			
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)			
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)			
Have you ever had a certificate revoked, suspended, or denied? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:			
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you learn about this position opening?			

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade, Business or Graduate school				
Certification:		Number:		State Granting:
Certification:		Number:		State Granting:
Endorsements:				

**EQUAL OPPORTUNITY EMPLOYER**

**PROFESSIONAL QUALIFICATIONS**

SUBJECTS TAUGHT:	GRADE LEVELS:
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SUBJECTS TAUGHT:	GRADE LEVELS:
ATHLETIC SPORTS COACHED:	LEVELS:
ACTIVITIES SPONSORED:	LEVELS:
OTHER:	
ADMINISTRATIVE RESPONSIBILITIES: _____ _____	

**SKILLS**

COMPUTER EQUIPMENT AND SOFTWARE PROFICIENCY: _____ _____
RELATED PROFESSIONAL ORGANIZATIONS AND HONORS: _____ _____
OTHER SKILLS/QUALIFICATIONS RELATED TO THE POSITION YOU ARE SEEKING: _____ _____

**PROFESSIONAL REFERENCES**

PLEASE LIST THREE TO FOUR PERSONS, OTHER THAN RELATIVES, WHO WE MAY CONTACT ABOUT YOUR PROFESSIONAL WORK EXPERIENCE

Name	Years Known	Relationship	Telephone Number

**EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)**

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer?  Yes  No

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Duties \_\_\_\_\_

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application, Bellevue Children's Academy, Willows Preparatory School and/or PMSI, to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Bellevue Children's Academy, Willows Preparatory School and PMSI) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Bellevue Children's Academy, Willows Preparatory School and PMSI from any liability for future references it may provide regarding my work history with Bellevue Children's Academy and Willows Preparatory School.

Due to the large number of applications that PMSI receives, I understand PMSI cannot guarantee that my application will be considered for any or all open positions they or Meteorcomm may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Bellevue Children's Academy/Willows Preparatory School and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date