



Bright Futures

Academy

EMPLOYMENT APPLICATION

PLEASE PRINT

Date of Application _____

Position(s) Applied For _____ Desired Location _____

Referral Sources

<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend (Name)	<input type="checkbox"/> Employee Referral (Name)
<input type="checkbox"/> Internet	<input type="checkbox"/> Print Advertisement	<input type="checkbox"/> Relative (Name)	<input type="checkbox"/> Company Website

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone Number () - Cell () - Social Security Number - -

Email Address _____ Fax Number ()

Can you furnish a work permit if you are under 18? N/A Yes No

On what date are you available for work? ____ / ____ / ____

Have you filed an application here before? Yes No

Any hours that you aren't able to work? _____

If yes, give date ____ / ____ / ____

Are you available to work? Full-time Part-time
 Temporary Weekends

Have you ever been employed here before? Yes No

Are you on lay-off and subject to recall? Yes No

If Yes, when, where? _____

Can you travel if a job requires it? Yes No

Do you have any relatives employed here? Yes No

Veteran of U.S. Military Service? Yes No

If Yes, What branch? _____

Have you ever had your professional license suspended or revoked?

Have you ever been convicted, or pled guilty, including a plea of no contest, to a criminal offense? Yes No

Are you prevented from becoming lawfully employed in this country because of visa or immigration status? Yes No
(Proof of citizenship or immigration status is required upon employment)

If yes, please explain:

Minimum Salary Requirements: _____

(Please note that a conviction does not necessarily disqualify an applicant from employment. Also, "conviction" includes sentenced to confinement, payment of fines, time served, probation, deferred adjudication, and /or court-ordered restitution.)

Pre-Employment Drug Screen Is Required

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation veteran status, disability, or any other characteristic protected by applicable federal, state or local law.

Employment Experience

Please complete the following even if you are attaching a resume. Start with your present or most recent job. Include military service assignments and volunteer activities.

Employer Telephone () -	Dates Employed		Starting Salary \$ _____ Hourly/Monthly/Yearly
	From	To	
Address			Ending Salary \$ _____ Hourly/Monthly/Yearly
Job Title	Summarize the nature of work performed and job responsibilities.		
Supervisor			
Reason for Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer Telephone () -	Dates Employed		Starting Salary \$ _____ Hourly/Monthly/Yearly
	From	To	
Address			Ending Salary \$ _____ Hourly/Monthly/Yearly
Job Title	Summarize the nature of work performed and job responsibilities.		
Supervisor			
Reason for Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer Telephone () -	Dates Employed		Starting Salary \$ _____ Hourly/Monthly/Yearly
	From	To	
Address			Ending Salary \$ _____ Hourly/Monthly/Yearly
Job Title	Summarize the nature of work performed and job responsibilities.		
Supervisor			
Reason for Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

If you need additional space, please continue on a separate sheet of paper.

Education

Professional License Number	Expiration Date:	Comments
Type of License	Date Acquired:	

Professional License Number	Expiration Date:	Comments
Type of License	Date Acquired:	

School Name City, State	Years Completed	Diploma/Degree	Describe Course of Study

Honors & Awards:	
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Describe specialized training, apprenticeship, skills with number of years experience. Also, describe extra-curricular activities (optional).	
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State any additional information you feel may be helpful to us in considering your application:	
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The Primary Language requirement for most positions is English.

(Optional) Indicate any other languages you speak, read, or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

Professional References

Name:	Name:	Name:
Telephone:	Telephone:	Telephone:
Years Known:	Years Known:	Years Known:
Reference is: Personal or Business (<i>circle one</i>)	Reference is: Personal or Business (<i>circle one</i>)	Reference is: Personal or Business (<i>circle one</i>)

Applicant's Certification and Agreement

In consideration of being employed, I understand and agree that:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment or, if employed, my employment may be terminated.
2. Bright Futures Academy has my authorization to thoroughly investigate my work history if applicable to my position and I hereby consent to take any test, whenever Bright Futures Academy deems it necessary including a background investigation. I will hold no person, corporation or organization liable for my giving or it's receiving information in such an investigation.
3. If I am extended an offer of employment, any doctor, hospital, or testing laboratory has my consent to conduct medical or drug tests on me, and I hereby give my consent to having all information released for Bright Futures Academy to determine my abilities to perform job duties now or in the future. I acknowledge that I do not use or abuse illegal substances. I also give my consent to physical searches of myself and my brief case, purse, lunch box, car, a locker or any packages I have while on Bright Futures Academy's premises, whether or not I have a lock on such items.
4. If employed, I may terminate my employment at any time without notice or cause, and Bright Futures Academy may terminate or modify the employment relationship at any time without prior notice or cause. In consideration of my employment, I agree to conform to the rules and regulations of Bright Futures Academy, and I understand that no department head or representative of Bright Futures Academy, other than the President of Bright Futures Academy, has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to this policy.
5. If employed, I understand that I must abide by Bright Futures Academy policies, including the Standards of Conduct.
6. The needs of Bright Futures Academy may make the following conditions mandatory: overtime, shift work, or a work location other than the location offered to you at the time of your hire. I accept these conditions of employment.
7. Bright Futures Academy is an equal opportunity employer. Bright Futures Academy does not discriminate in employment and no question on my employment application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.
8. If employed, I understand that my employment is for no definite period of time, and if terminated, Bright Futures Academy is liable only for wages or salary earned as of the date of termination.
9. I have read and agree to the above and hereby certify that facts I have provided in my employment application are true and complete.
10. I understand that Bright Futures Academy requires all staff to report sanctions, convictions, suspensions, censures or revocation ("sanction") action taken against them by federal, state, local, or other professional entities. These sanctions may include but are not limited to infractions against professional licensure, criminal history convictions, history of child abuse, managed care organizations, etc.
11. Employees and visitors often receive specific information concerning our students, and their disabilities. This information is strictly confidential and should never be discussed with other students, visitors, fellow employees, family or friends. All employees and visitors must fully understand that any information they receive concerning students and/other activities is confidential information.
12. READ CAREFULLY BEFORE SIGNING. I agree that any claim or any lawsuit relating to my service with Bright Futures Academy must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I have read and agree to the above and hereby certify that the facts I have provided in my employment application are true and complete.

Signature of Applicant: _____ Date: ____ / ____ / ____

FOR HUMAN RESOURCES USE ONLY

Arrange Interview Yes No With _____

Comments _____

Hired Yes No Approved By (Name and Title) _____

Date of Employment _____ Title _____

Hourly Rate/Salary _____ Campus _____