



Application for Employment

An Equal Opportunity Employer

KIPP Austin Public Schools ("KIPP Austin") provides equal employment opportunities to all employees and job applicants and does not discriminate based on race, color, religion, national origin, age, sex, marital status, sexual orientation, veteran status, physical or mental disability, creed, expunged arrest records, genetic predisposition or carrier status, or any other classification protected by applicable federal, state, or local law. KIPP Austin Public Schools is committed to making all decisions affecting terms and conditions of employment on a nondiscriminatory basis.

Applicant Information

Applicant Name:

Home Phone:

Other Phone:

Email Address:

Current Address:

Employment Positions

How were you referred to KIPP Austin?:

Position(s) applying for:

If hired, on what date can you start working? ___ / ___ / ___

Salary desired:

Personal Information

Have you ever applied to / worked for KIPP Austin before? Y or N

If yes, please explain (include date):

Do you have any friends, relatives, or acquaintances working for Company? Y or N

If yes, state name & relationship:

Do you have any friends, relatives, or acquaintances that are or have been a student at KIPP Austin?

Y or N

If yes, state name & relationship:

If hired, would you have transportation to/from work? Y or N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)

Y or N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

Do you hold a food handler's license? Y or N

Do you hold a Texas Food Manager Certificate? Y or N

Criminal History

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Have you ever been convicted of, pleaded guilty or nolo contendere to, received deferred adjudication or similar disposition for, or otherwise been found guilty of a criminal offense (felony or misdemeanor)?

Y or N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case (You may attach additional documentation).

Languages

Do you speak any languages other than English? If so what languages, and what is your level of proficiency?

Education, Training and Experience

<i>High School</i> School name: School address:	Number of years completed	Did you graduate?	Degree/diploma earned:
<i>College/University</i> School name: School address:	Number of years completed	Did you graduate?	Degree/diploma earned:
<i>Vocational School</i> School Name: School Address:	Number of years completed?	Did you graduate?	Degree/Diploma earned:
<i>Other School/Training</i> Program Name: School Address:	Number of years completed	Did you graduate?	Degree/Diploma earned:

Employment Experience

Please list your employment experience for the last five (5) years. If you were self-employed, please give your company's name. Attach additional sheets if necessary.

Employer Name:	Name of Last Supervisor	Employment Dates	Pay or Salary
Address:		From To	Start Final
Phone Number:	Your last job title:		
Reason for leaving (please be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Acknowledgement of Understanding

I understand that this employment application and any other company documents are not a contract for employment, and that if employed my employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the employer or myself.

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.

I understand that KIPP Austin Public Schools is authorized by Texas Education Code 22.083 to obtain criminal history record information on applicants KIPP Austin Public Schools intends to employ.

In compliance with the Immigration Reform and Control Act, I agree, if hired, to provide KIPP Austin Public Schools proof of my identity and my eligibility for employment in the United States within 3 business days from date of hire.

I hereby acknowledge that under TEC 12.120 KIPP Austin Public Schools is not permitted to employ any persons who have been convicted of a felony or a misdemeanor involving moral turpitude.

I fully understand and agree to all the terms and conditions herein stated and that this authorization and agreement is my free will and deed.

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.

I accept []

Please fax or email your completed application, résumé, and any additional documents to hr@kippaustin.org or (866) 579-7743 (this is a confidential fax number for KIPP Austin's Human Resources Department).