



Employment Application

Note: Please complete shaded areas only if applicable. All other fields must be completed.

General information:

Today's Date	Name:	Last	First	Middle
Present Address	Street			
	City	State	Zip	
	Primary Contact Phone		e-mail	

If we may call you at work, please indicate business telephone number: _____

How did you learn about the position? _____

Are you currently under contract with another school district? _____

Are you legally eligible for employment in the U.S.? Yes No

Job Requirements

What type of work are you looking for at Spero Academy? (Please be as specific as possible.)

Position title you are applying for: _____

Are you interested in:

Regular employment

Part Time

Temporary Employment How Long? _____

Full Time

Salary Expected: _____ per _____

Current Teaching Licenses(s) (Specify Minnesota or another State)

Types: (E.g. Kindergarten, 1-5, LD, EBD, etc) _____

Endorsements: _____

If no current teaching license, when is it expected? _____

Date Available for hire: _____

Employment Record – *Please provide all information that is not within your resume*

Starting with your present or last employer, please list jobs you have had including experience in the military and volunteer organizations. Note: Please account for any gaps in employment in the section below.

Organization Name:	Supervisor:	Phone Number:	
Street Address	City	State	Zip
Employment Dates: (mo./yr.) from to	Salary: starting: ending:	Reason for leaving:	
Position: _____	Description of duties: _____		

Organization Name:	Supervisor:	Phone Number:	
Street Address	City	State	Zip
Employment Dates: (mo./yr.) from to	Salary: starting: ending:	Reason for leaving:	
Position: _____	Description of duties: _____		

Organization Name:	Supervisor:	Phone Number:	
Street Address	City	State	Zip
Employment Dates: (mo./yr.) from to	Salary: starting: ending:	Reason for leaving:	
Position: _____	Description of duties: _____		

Please explain any gaps in above work history:

References:

Please list three current business references:

1. Name: _____

Company/School: _____

References position at Company/School: _____

Length of time you have known reference: _____

Email address: _____

Phone number: _____

2. Name: _____

Company/School: _____

References position at Company/School: _____

Length of time you have known reference: _____

Email address: _____

Phone number: _____

3. Name: _____

Company/School: _____

References position at Company/School: _____

Length of time you have known reference: _____

Email address: _____

Phone number: _____

Education Record

School Name & Location	Graduate? (Yes/No)	Degree/Certificate	Major/Minor	Licensure
High School				
Vocational/Technical				
College or University				
Other (Specify)				

Skills Information

Indicate speed, accuracy and the names of equipment you can use for the position you are applying:

Comments

This section is for your personal comments. Please feel free to list any honors, scholarships, achievements, memberships in professional, honorary and nonprofessional societies, and any other information you feel would be helpful to us in your evaluation.

Conditions of Application for Employment

I hereby authorize investigation of all statements contained in this application, and agree that if any misrepresentation or omission has been made by me herein or the results of an investigation are not satisfactory for any reason, any offer of employment made to me by Spero Academy may be terminated immediately without any obligation or liability to me other than payment, the rate agreed upon, for services actually rendered if I have been employed.

I hereby authorize any person(s) or concern, except as provided above, including former employers, to furnish any and all information, including personal character, habits, work record and skills, or any other pertinent information in their possession without any liability or exposure to damages whatsoever on account of having furnished such information.

I understand that any offer of employment made to me may be conditioned upon taking and passing a physical examination. I further understand and agree that I will provide Spero Academy with any and all medical history information or any other information Spero Academy deems necessary in processing my employment application.

Additionally, I understand that nothing contained in this employment application or in the granting of any interview is intended to create an employment contract between Spero Academy and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee, binding upon Spero Academy unless made in writing and signed. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason and Spero Academy retains the same right regarding the discontinuation of my employment.

I hereby acknowledge that I have read and understand the foregoing.

Date

Applicant's Signature

Spero Academy is an Equal Opportunity, Affirmative Action Employer and Provider

Spero Academy

Pre-Employment Information Form

To the Applicant

We are requesting that you voluntarily provide the following information. It will help Spero Academy monitor its compliance with Equal Opportunity and Affirmative Action laws and to measure its advertising and recruitment efforts. This information will also help Spero Academy to take affirmative action in its hiring. Failure to provide this information will not disqualify you for present or future employment. Data reported will be kept confidential and will not be maintained in personnel files.

_____ Male _____ Female
Full Name (Please Print)

Specific job opening for which you applied _____

How did you learn about the job? _____
(Identify the name of the publication, school, agency, person, etc.)

Race/Ethnic Identification (Check only one)

- _____ White (Not of Hispanic Origin)—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- _____ Black (Not of Hispanic Origin)—A person having origins in any of the Black racial groups of Africa.
- _____ Hispanic—A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin, regardless of race.
- _____ Asian or Pacific Islander—A person having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian Subcontinent, or the Pacific Islands.
- _____ American Indian or Alaskan Native—A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Disability/Handicap: Do you have a physical or mental impairment, which substantially limits one or more major life activities? ___ Yes ___ No

This information should be sent directly to:

Spero Academy
Human Resources
1534 Sixth Street NE
Minneapolis, MN 55413
hr@spero.academy