



## **GENERAL EMPLOYMENT APPLICATION Non-Teaching Positions**

### **WELCOME**

Thank you for taking the time to complete an application for employment with Bear Creek Community Charter School. Information regarding current employment opportunities is available on the school's web site at [www.bearcreekschool.com](http://www.bearcreekschool.com). Completed applications are retained for a one-year period from the date of receipt.

### **MISSION**

Our Mission is to embrace a diverse student body and inspire student success through an innovative curriculum, the cultivation of environmental stewardship, and by holding students, parents, and staff accountable for results. To learn more about Bear Creek Community Charter School, our Core Values, and why parents choose to enroll their children, visit the school's web site at [www.bearcreekschool.com](http://www.bearcreekschool.com) and select About from the top menu bar.

### **EQUAL OPPORTUNITY EMPLOYMENT**

Bear Creek Community Charter School does not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital status, citizenship status, sexual orientation, or any other basis that is prohibited by applicable law. The School's policies as well as its practices, seek to ensure that employment opportunities are available to all employees and applicants, based solely on job-related criteria. This policy of nondiscrimination applies to all employment practices, including but not limited to hiring, compensation, benefits eligibility, promotions, transfers, and layoffs.

### **GENERAL REQUIREMENTS**

All persons considered for employment must submit all required federal and state criminal background checks, along with the required child abuse clearance before any offer of employment will be made. Employees must submit satisfactory proof of citizenship, permanent residency in the United States, or authorization to work in the United States within three business days of your date of hire.

### **COMPLETED APPLICATIONS**

Completed applications should be returned to:

Bear Creek Community Charter School  
Attention: Human Resources  
30 Charter School Way  
Bear Creek Township, PA 18702  
E-mail: [info@bearcreekschool.com](mailto:info@bearcreekschool.com)

**BEAR CREEK COMMUNITY  
CHARTER SCHOOL**  
Employment Application (Non-Teaching Positions)



APPLICANT INFORMATION			
Last Name:	First:	M.I.	Date:
Street Address:		Apartment/Unit #	
City:	State:	Zip:	
Phone:	E-mail Address:		
Date Available:		Desired Salary:	
Position Applied for:			
Are you applying for full or part time?		Approximate date you can begin work:	
Are you available to work overtime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
<u>High School:</u>		Address:	
Years Completed:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree:	
<u>College:</u>		Address:	
G.P.A.	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree:	
<u>Other</u>		Address:	
G.P.A.	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree:	

REFERENCES	
<i>Please list three professional references.</i>	
Full Name:	Title:
Relationship:	Phone: (     )
Company:	
Full Name:	Title:
Relationship:	Phone: (     )
Company:	
Full Name:	Title:
Relationship:	Phone: (     )
Company:	

**PREVIOUS EMPLOYMENT (*Begin with Current or Most Recent Employer*)**

<u>Company:</u>		Phone: (     )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<u>Company:</u>		Phone: (     )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<u>Company:</u>		Phone: (     )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, please attach an explanation.		

**CERTIFICATES/PROFESSIONAL AFFILIATIONS**

Please list any certificates earned or in progress and any additional training programs you have or are currently participating in that you did not include above. List any professional affiliations to which you belong (please do not list activities that would indicate age, sex, color, race, creed, national origin, religion, marital status, or disability).


**HIRING PROCESS**

In connection with my application for employment and as a condition of continuing employment with Bear Creek Community Charter School, I understand that inquiries will be made into my background, including contacting previous employers, educational institutions, criminal convictions, and other reports. These reports may include information as to my character, work habits, work performance, education, compensation, and experience, along with reasons for termination of employment from previous employers.

In the event an offer of employment is extended to me, I understand I must provide satisfactory documents to establish my identity and right to work in the United States. I also understand that failure to provide this evidence will result in the termination of my employment.

**AT WILL EMPLOYMENT**

I understand that employment with Bear Creek Community Charter School is at-will, which means that neither the employee nor Bear Creek Community Charter School has entered into a contract regarding the duration of employment. As an at-will employee, either the employee or the School may terminate this employment relationship at any time, with or without cause or prior notice. No officer, director, trustee, supervisor, manager or any other employee or representative of Bear Creek Community Charter School has the authority to enter into any agreement with you or make any promises or commitments contrary to any of the foregoing.

As an individual employed during the academic year, I understand that unless otherwise notified by the Chief Executive Officer, I have reasonable assurance of employment following each break in the scheduled academic term.

**AUTHORIZATION TO RELEASE INFORMATION & HOLD HARMLESS**

I authorize without reservation, representatives of Bear Creek Community Charter School to take the necessary steps to obtain the information described above, and further authorize any party or agency contacted to furnish the above information. I hereby agree to release all individuals, companies or agencies involved from any and all liability and responsibility for providing such information. I consent to obtaining the above information from Bear Creek Community Charter School, its representatives or agents. This authorization and consent shall be considered valid in original, fax, e-mail or copy form.

I agree to release and hold harmless any individual, company, or agency from any and all liability with regard to furnishing information to the Bear Creek Community Charter School, and further agree to release and hold harmless the Bear Creek Community Charter School, its representatives and agents, from any and all liability with respect to the receipt of such information.

**CERTIFICATION**

I certify that the information I have furnished on this Employment Application is true and complete. I understand that if any misrepresentation has been made by me either verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment by Bear Creek Community Charter School may be terminated.

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

\_\_\_\_\_  
Date