



WISH Charter  
Westside Innovative School House

## WISH Charter School Employment Application

### POSITION DESIRED:

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### APPLICATION REQUIREMENTS (\*Teachers Only)

- Application Form and Resume
- Formal Letter of Interest
- Three Letters of Reference
- Copy of Transcripts
- Copy of Valid Teaching Credential\*
- Copy of CBEST Verification

### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Contact # ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you ever worked for a Charter School Before? \_\_\_\_\_

Have you every worked for a school district? \_\_\_\_\_

If YES, when, where and in what capacity \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Were you referred by an employee or an affiliate of this organization? Yes No \_\_\_\_\_

If YES, list name and relationship to you: \_\_\_\_\_



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## RECORD OF TEACHING and/or PROFESSIONAL EXPERIENCE

Are you currently under contract with any other district/county office?

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If YES, give name of district/county office and date of contract expiration

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Have you been dismissed or asked to resign from any position?

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If YES, provide letter of explanation

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List all paid experience in chronological order, most recent first. Please account for all gaps in employment. (At the minimum, provide information for the last 10 years.)

### 1) Employer

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Address

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Please circle the type of school: Public Private Vocational Community School Other

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Number of years employed:                      Circle: full-time      part-time

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Okay to contact?                      Contact # (    )

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Reason for leaving position

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### 2) Employer

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Address

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Please circle the type of school: Public Private Vocational Community School Other

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Number of years employed:                      Circle: full-time      part-time

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Okay to contact?                      Contact # (    )

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Reason for leaving position

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### 3) Employer

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Address

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Please circle the type of school: Public Private Vocational Community School Other

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Number of years employed: Circle: full-time part-time

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Okay to contact? Contact # ( )

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Reason for leaving position

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### EMPLOYMENT REFERENCES

1) Position Held Employer

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City/State

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Name and Title of Immediate Supervisor

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Contact phone # ( ) Time period

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2) Position Held Employer

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City/State

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Name and Title of Immediate Supervisor

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Contact phone # ( ) Time period

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3) Position Held Employer

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City/State

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Name and Title of Immediate Supervisor

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Contact phone # ( ) Time period

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### LANGUAGE PROFICIENCY

List of languages, other than English, that you are familiar with: (If this position does not require bilingual skills, this question is optional)

1)	2)
Circle: Read Speak Write Fluent Some	Read Speak Write Fluent Some

### CREDENTIAL INFORMATION\*

Do you hold a valid California Teaching Credential?

List all types of valid K-12 credentials you currently hold.

1) Type/Authorization

Expiration Date	State
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2) Type/Authorization

Expiration Date	State
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Additional Certificates Held:

Have you ever had a credential suspended or revoked, or received any other type of disciplinary action from any teaching or licensing agency of any type, from any state or country? **Yes or No** If YES, please indicate action: **Revocation Suspension Other** and explain when, where, and why action was taken; and current status (**Explanation Required, Please Attach**)

### APPLICATION GUIDELINES

Thank you for your interest in employment with WISH Charter School. Please keep in mind the following important suggestions as you prepare your application:

- 1) The employment application represents you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "SEE RESUME" written across them. Write on application form the information requested and then attach a resume or other supplemental material intended to expand and document the statements made on the application.
- 2) In order to avoid misfiling or loss, make sure that letters of recommendation, resumes, and other supplemental materials sent under separate cover include your name and the position for which you are applying.
- 3) Each position requires a separate application.

- 4) It is your responsibility to submit a complete application. The charter school CANNOT DUPLICATE materials in order to complete your application.
- 5) Application materials submitted cannot be returned and become the property of WISH Charter School. Copies are accepted unless noted otherwise. We cannot honor later requests to make copies of the application materials submitted.
- 6) A limited number of candidates will be selected for an interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. Consideration will be given to factors other than education and experience, including, but not limited to, personal development, ability to work with others, and initiative.
- 7) Applicants selected for an interview will be contacted by telephone. Applications will be kept on file for one year.
- 8) No faxed applications will be accepted.

**REQUIRED APPLICANT STATEMENT**

1) Have you ever been convicted of a felony or a misdemeanor?

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If YES, please list. (A letter of explanation must accompany your application.)

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2) Can you, after employment, submit verification of your legal right to work in the US?

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3) Do you object to the contacting of references other than those provided?

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4) I have read the job description and can perform the essential functions of the position?

**Yes or No**

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I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements made herein. I understand that applicants may be disqualified or dismissed for any false statement. I release from all liability persons and organizations providing information required by the process. The Charter School reserved the right to disregard any application, which is not fully, complete and signed by the applicant.

Signature of Applicant

Date

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**PLEASE MAIL OR HAND DELIVER YOUR COMPLETED APPLICATION TO:**

WISH Charter School  
 C/O Shawna Draxton, Principal  
 6550 W 80<sup>th</sup> Street  
 Los Angeles, CA 90045

**WISH Charter School is an Equal Opportunity Employer**



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### **AUTHORIZATION TO RELEASE INFORMATION**

It is the policy of WISH Charter School to conduct reference checks for all candidates for employment. Reference checking is conducted after the interview portion of the selection procedure, and three references are normally obtained before the candidate is offered employment. Your signature below indicates your agreement with and acknowledgment of the following:

As an applicant for an employment position at WISH Charter School, I authorize my current and past employers and current and past associates, including, but not limited to, supervisors, colleagues, and subordinates, to release to WISH Charter School any reference and employment information in my personnel records or file (e.g. applications for employment, time/vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work and my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skills, and reputation among co-workers.)

IN EXECUTING THIS AUTHORIZATION I FULLY WAIVE ALL CLAIMS AND COMPLETELY RELEASE ALL PRESENT AND PAST EMPLOYERS AND THEIR EMPLOYEES, AND FORMER EMPLOYEES, THE CHARTER SCHOOL AND ITS EMPLOYEES, AND ALL OTHER PERSONS AND ENTITIES FROM LIABILITY FOR ANY DAMAGE, TO THE FULL EXTENT ALLOWED BY LAW, INCLUDING LIABILITY UNDER CALIFORNIA CIVIL CODE SECTIONS 45 AND 46 AND CALIFORNIA LABOR CODE SECTIONS 1050-1054, OR ANY SIMILAR LAWS OF OTHER STATES OR POLITICAL ENTITIES, WHICH MAY RESULT FROM FURNISHING INFORMATION WHICH I AM CONSENTING AND PERMITTING TO BE RELEASED BY WAY OF THIS AUTHORIZATION. I HAVE CAREFULLY READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS AUTHORIZATION, AND HAVE VOLUNTARILY AND WITHOUT COERCION OR DURESS AGREED TO AND SIGNED THIS AUTHORIZATION IN COMPLIANCE WITH CIVIL CODE SECTION 1668 AS INTERPRETED BY THE COURTS, THIS RELEASE DOES NOT RELEASE CLAIMS AGAINST ANYONE BASED ON HIS/HER OWN FRAUD OR WILLFUL INJURY OR VIOLATION OF THE LAW TO THE EXTENT REQUIRED BY REQUIRED BY APPLICABLE LAW.

Candidate's Full Name (Print)

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Other Last Names You Have Used (if any)

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Candidate's Signature

Date

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