



Application for Employment

Yinghua Academy is an equal opportunity employer and accepts all applicants for employment without regard to race, color, creed, religion, age, sex, national origin, ancestry, marital status, handicap, disability related to pregnancy or childbirth, membership or activity in any local commission, status regarding public assistance, or any other characteristic protected by applicable federal, state or local law. None of the questions in this application is intended to elicit information regarding any protected characteristics, or imply any limitation; illegal preference or discrimination based upon non-job-related information or protected characteristics.

APPLICANT INFORMATION (please print or type):

Name: _____
Last Name
First Name
Middle Initial

Address: _____
Street
City
State
Zip

Email Address: _____

Home Phone: (____) _____ Business Phone: (____) _____

POSITION FOR WHICH YOU ARE APPLYING:

Position Title: _____

Educational Preparation

*Some positions require educational transcripts, you will be notified if the position you are applying for fits this requirement.

EDUCATION (Please list most recent first):

Name/Location of School	Degree Earned	Major/Minor	Graduation Date

List the current Education/Administrative Licenses and Certificates you hold*: (teacher applicants only)

*Please provide original current license & certification.

File Folder or License Number	State	Functions Description	Date Issued	Expiration Date

Are you licensed in another country? _____ If so, which country? _____

Are you currently licensed and working towards an additional license? _____ If so, what area? _____

If you are not licensed, are you working towards licensure in MN? Yes _____ No _____

If yes, what is your expected date of completion? _____

STUDENT TEACHER/INTERNSHIP INFORMATION (teacher applicants only)

*Applicants with more than two years of relevant experience do not need to complete this section.

School & City in which Student Teaching was Completed	Name of Cooperating Teacher	Grade or Subjects Taught	Dates From-To	#of Months

COLLEGE SUPERVISOR(S): _____

TEACHING EXPERIENCE (please list most recent first):

Name of School System	Location	Position Held	Dates

SPECIAL COURSES OR WORKSHOPS ATTENDED IN THE PAST THREE YEARS (all candidates list below):

Employment References*

Please provide the names and contact information of at least two professional references and one personal reference that we may contact.

* Teacher applicants: we are especially interested in the names of persons who have observed your work in the classroom.

Referent's Name	Title	Business Address	School/Firm Name & Phone #

Employment History

*Please provide a complete history of your employment over the last 10 years. Please explain any gaps in your employment history.

<p>EMPLOYER (List most recent one first)</p> <p>Name _____</p> <p>Address _____</p> <p>Supervisor _____</p> <p>Position Held _____</p> <p>Reason for Leaving _____</p>	<p>DATES:</p> <p>From ___/___/___</p> <p>To ___/___/___</p>
<p>EMPLOYER</p> <p>Name _____</p> <p>Address _____</p> <p>Supervisor _____</p> <p>Position Held _____</p> <p>Reason for Leaving _____</p>	<p>DATES:</p> <p>From ___/___/___</p> <p>To ___/___/___</p>
<p>EMPLOYER</p> <p>Name _____</p> <p>Address _____</p> <p>Supervisor _____</p> <p>Position Held _____</p> <p>Reason for Leaving _____</p>	<p>DATES:</p> <p>From ___/___/___</p> <p>To ___/___/___</p>
<p>EMPLOYER</p> <p>Name _____</p> <p>Address _____</p> <p>Supervisor _____</p> <p>Position Held _____</p> <p>Reason for Leaving _____</p>	<p>DATES:</p> <p>From ___/___/___</p> <p>To ___/___/___</p>

May we contact the employers you have listed? Yes ____ No ____ if no, please explain below:

Have you ever been convicted of a felony or misdemeanor? Yes ____ No ____
If yes, please state the nature of the crime (s), including date(s) and location(s) of conviction(s):

Have you ever been discharged by an employer? Yes ____ No ____ if yes, please explain below:

Have you applied or worked for Yinghua Academy before? Yes ____ No ____ When? _____

Position applied for? _____

Are you acquainted with or related to anyone currently employed by Yinghua Academy? _____

How did you hear about this open position you are applying for? _____

Please Read Carefully and Sign

I hereby certify that the statements made and the information provided **in** this application and any accompanying documentation, to the best of my knowledge and belief, is true, accurate and complete. I understand that my statements and information are subject to verification by Yinghua Academy and hereby give my permission for such verification. I also understand that falsification on this application will disqualify me from employment or result in dismissal. I agree to notify Yinghua Academy if I should be convicted of a felony, or any other crime involving dishonesty or breach of trust while my job application is pending, or during my period of employment, if hired.

I understand that a criminal background check must be conducted and satisfactorily completed if I come under final consideration for employment as a precondition of my employment with Yinghua Academy. Furthermore, I understand that Yinghua Academy may permit me to work pending the completion of the criminal background check and that I may be terminated without notice based on the results of the background check.

By signing, I additionally authorize any person, school, current employer (except as noted), past employer(s), and organizations named on this application for employment, to provide Yinghua Academy with any information or opinion requested by Yinghua Academy in connection with my application, and, excepting any information or opinion related to unlawful discrimination, I release such persons and organizations from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT YINGHUA ACADEMY IS AN "AT-WILL" EMPLOYER AND THEREFORE IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME AND MAY BE TERMINATED AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT PRIOR NOTICE.

Applicant's Signature

Date