



RISE Charter School
203 Center Street West
Kimberly, ID 83341

Pre-Employment Application (Equal Opportunity Employer):

Date of Application _____

Applicant Name: _____
Last First Middle

Birthdate: _____

Social Security Number _____

Present Address: _____

Phone: _____

Secondary Contact Information: _____

Email Address: _____

Date Available for Employment: _____

May we contact your current supervisor? _____

Position(s) Applying For: _____

Are you prevented from becoming lawfully employed in this country because of visa or immigration status? _____ Yes _____ No

Education: (Please include unofficial or official transcripts in your application packet)

College/University	Degree	Date Obtained	Major/Minor

Work Experience:

Employer	Position	Supervisor & Contact Phone Number	Start/End Dates

Certification (List Any Certifications you have obtained: CPR, ID Teaching Cert. Grades K-8, etc)

College/Organization	Certification Title	Date Obtained	State of Institution (ex. Idaho)

List above Idaho teaching, administrative, and special certificates held. If you do not hold an Idaho Teaching Certificate, indicate date of application for Idaho Certificate and the type of certificate requested (if more space is needed to explain, attach a separate sheet).

Please Note:

Certification: All professional personnel employed by the RISE Charter School must file with the personnel office, a valid and appropriate Idaho Certificate. Failure to file a valid Idaho Certificate with RISE Charter School by October 15th will result in the withholding of pay. It is the responsibility of the employee to assure all necessary certification documentation is in place.

References (at least one professional)

a. Name: _____ Contact Information: _____

b. Name: _____ Contact Information: _____

c. Name: _____ Contact Information: _____

Legal History

a. Have you ever been investigated for (that you know of), arrested for, taken into custody for, cited for, charged with, indicted for, tried for, pleaded guilty to, or were convicted of a felony or misdemeanor, or found to have committed a probation or parole violation? (Exclude minor traffic violations such as infractions, parking tickets, and speeding tickets) ____ **Yes** ____ **No** --If yes, please explain by confidential letter. The existence of a criminal record does not constitute an automatic bar to employment.

b. Is anyone living at your address required to register for the Sex Offender Registry? ____ **Yes** ____ **No**
If yes, please explain by confidential letter.

Have you ever had a teaching certificate denied, revoked, suspended or sanctions placed upon your certificate, in this state or any other? ____ **Yes** ____ **No**

17. Legal Notice: Any deliberate misstatement or concealment of facts regarding these questions may be grounds for non selection or termination if hired. Upon the acceptance of a contract, the applicant must provide a complete official transcript of credits, and will be required to successfully pass a drug testing and fingerprinting for a background check. Applicants may not be discriminated against because of sex, race, color, ancestry, age, exceptionality, national or ethnic origin, religion, conditions of birth, disability, or family or political relationship. Preference will be given to eligible veterans pursuant to IC 65-503. This is not a contract for employment.

18. Final hiring is the Board of Trustee's prerogative. All required documents become the property of RISE Charter School upon receipt. Applications are not considered unless all items are addressed. I hereby certify that the information contained in this application is a true and complete statement of my personal record to date. If employed, any misstatement or omission of fact on the application may result in my immediate dismissal.

Signature: _____

Date _____

An AFFIRMATIVE ACTION / EQUAL CO-OPPORTUNITY EMPLOYER

RISE Charter School, 203 Center Street West, Kimberly, Idaho 83341, (208) 423-4170 ext 5070

AUTHORIZATION NOTICE on Idaho Code 33-1210.
RELEASE OF INFORMATION ON PAST JOB PERFORMANCE

I wish to be considered for employment with RISE Charter School. I understand that as a part of the applicant process, the school district is required by Idaho Code 33-1210 to request that the applicant sign a release statement authorizing the applicant's current and past employers, including employers outside the state of Idaho, to release to the school district all information relating to the job performance and/or job related conduct, if any, of the applicant and making available to the hiring school district copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the applicant.

I also understand that Idaho Code 33-1210 (b) releases the applicant's current and past employers, and employees acting on behalf of that employer, from any liability for providing information described in paragraph (a) of this subsection, as provided in subsection (4) of this section. A school district shall not hire an applicant who does not sign the statement described in subsection (2) of this section.

_____ Printed Name	_____ Signature of Applicant
_____ Date	
List all prior employers:	
School District	School Building
_____	_____
_____	_____
_____	_____
_____	_____

In addition, the school district or an employee acting on behalf of the school district, who in good faith discloses information under this section either in writing, printed material, electronic material or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of the disclosure under this section unless the evidence establishes one (1) or more of the following 7 (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute.

Information received pursuant to this section shall be used by a school district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied. Except as otherwise provided by law, a board member or employee of a school district shall not disclose the information to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment. A person who violates the provisions of this subsection may be civilly liable for damages caused by such violation.

Internal Instructions:

Once filled out by the employee, send a copy to each prior School District for response, keep original in EE File.



RISE CHARTER SCHOOL_____

PREVIOUS EMPLOYMENT CHECK FORM

RE: _____

To Whom it may concern:

The above-named applicant has signed a Release of Information on Past Job Performance per Idaho Code 33-1210, which is enclosed for your reference.

Idaho Code 33-1210 authorizes the applicant's past employers, including employers outside the state of Idaho, to release to RISE Charter School all information relating to the job performance and / or related conduct, if any, of the applicant and making available to the school district copies of all documents in the previous employer's personnel, investigative or other files to relating to the job performance by the applicant.

Please return all documents and requested information to:

Email: Heidi Child hchild@kimberly.edu (preferred method)

Mail: RISE Charter School
203 Center St. W.
Kimberly, Idaho 83341

If you have any questions, please feel free to contact us at 208-423-4170 extension 5070. Please know that information received pursuant to Idaho Code 33-1210 will be used only for evaluating applicant qualifications.

Sincerely,

Heidi Child
RISE Charter School Executive Director/Principal