Business Performance Best Practices Inc.

**Pre-Employment Application**

|  |
| --- |
| **POSITION INFORMATION** |
| **List the position(s) for which you are applying?**  (Teacher, ESE, Music, Elementary, Math, Registrar, Para professional, Teacher Aid, Cafeteria, Administrator etc.) |
| **How did you hear of this position?**  (Teacher-Teacher, word of mouth, radio, TV, School web page, other teacher, |
| **What are your salary or hourly rate expectations?**  **(Required)** |

|  |  |  |
| --- | --- | --- |
| **PERSONAL INFORMATION** | | |
| First Name: | Last Name: | Middle Initial: |
| E-Mail Address: | Home #: | Cell #: |
| Street: | City: | State:  Zip: |
| Application Date | | |

|  |  |
| --- | --- |
| **INFORMATIONAL** |  |
| Do you have any relatives employed by School Name Here  If so, list their names: Names of relatives | Yes No |
| Are you a veteran of the U.S Military? If yes, list dates of active duty and discharge Date. From Click here to enter text. Date To: Click here to enter text.  Discharge Date: Click here to enter text. | Yes No |
| Did you receive a dishonorable discharge from the military? Answering “yes” will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances or seriousness of event. | Yes No |
| Are you claiming veterans’ preference under Florida Law?  If yes, include the Veterans Preference Claim Form included in this application. | Yes No |

|  |  |
| --- | --- |
| **CRIMINAL CONVICTION INFORMATION** |  |
| Have you ever been convicted of a felony or crime that constitutes a felony under the law of Florida, entered a plea of Nolo Contender (no contest) to a felony or crime that constitutes a felony under the law of Florida, or received a suspended sentence (regardless of the ultimate adjudication) for a felony or crime that constitutes a felony under the law of Florida. If yes, please explain | Yes  No |
| Have you ever been sued for causing death or injury to a person or for causing any property damage (e.g. for assault, batter, defamations, etc.)? If yes, Date: Click here to enter text. Please explain the nature of the claims in the lawsuit(s) and/or deposition(s). | Yes  No |
| Have you ever been censured/disciplined or found to be in violation of ethical standards by a professional organization? If yes Please explain Click here to enter text. | Yes  No |
| Answering “yes” to any of the above questions will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances, seriousness and type of position. | |

|  |
| --- |
| **EDUCATION** |
| **Be prepared to provide original transcripts for all post-high school coursework.**  **Check the highest level of attainment:**  High School: 9th 10th 11th 12th  GED  College: 1 2  3  4  Graduate School: Yes  No |

**Secondary and Beyond Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution Name** | **Address** | **Did you graduate?** | **Major** | **Minor** | **Degree Awarded** |
| **High School** |  | Yes  No |  |  |  |
| **College** |  | Yes  No |  |  |  |
| **Graduate** |  | Yes  No |  |  |  |

**Additional Skills**

|  |  |  |
| --- | --- | --- |
|  | **Yes or No** | **Explain** |
| **Can you teach how to play any instrument?** |  |  |
| **Do you speak or teach any other language?** |  |  |
| **Do you have any special skill(s)?** |  |  |
| **What is your technology expertise level?** |  |  |
| **Enumerate all the applications that you know** |  |  |
| **Are you willing to sponsor an after school club?** |  |  |
| **Do you know coding or STEM?** |  |  |
| **Can you initiate a chess club?** |  |  |
| **Describe all software that you know** |  |  |

|  |
| --- |
| **EMPLOYMENT HISTORY** |
| List all employment starting with your current or most recent job. Account for all periods including unemployment,  U.S. military service and volunteer work. If you list military service as work experience, you must attach a copy of your DD-214. |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY #1** | | | |
| **Employer Name:** | **Job Title:** | **Supervisors Name:** | **Hours worked:** |
| **Starting Salary:** | **Ending Salary:** | **Part Time:**  **Full Time:** | **Phone Number** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY #2** | | | |
| **Employer Name:** | **Job Title:** | **Supervisors Name:** | **Hours worked:** |
| **Starting Salary:** | **Ending Salary:** | **Part Time:**  **Full Time:** | **Phone Number** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY #3** | | | |
| **Employer Name:** | **Job Title:** | **Supervisors Name:** | **Hours worked:** |
| **Starting Salary:** | **Ending Salary:** | **Part Time:**  **Full Time:** | **Phone Number** |

|  |
| --- |
| **SKILLS, LICENSES, CERTIFICATIONS, SCHOLARSHIPS, AWARDS, HONORS, & MEMBERSHIPS** |
| Indicate any professional or occupational licenses, registrations or certification you currently hold. If a license or certification is required for a position, you must provide a copy of it to be the hiring department. Also list any special knowledge, skills or abilities you have. |
| List scholarships, awards, honors, and memberships in honorary and/or professional societies, publications, consulting work in professional field, etc. |

**Teacher Certification Status**

|  |  |
| --- | --- |
| Certification status: | \_\_\_\_Certified Teacher (Expiration date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) \_\_\_\_Fl. Statement of Eligibility |
| Certification Subject |  |

|  |  |
| --- | --- |
| **Certification, Authorization and Signature** | |
| I hereby consent to the release of any information maintained about me by all previous employers, educational institutions, law enforcement authorities, licensing boards or any other entity, agency, or individual which the School may contact to secure references or records. I hereby authorize School Name to release information concerning my employment to any prospective employer or others seeing to verify my employment with School Name. I hereby release School Name from all liability for any truthful statement made by an employee, agent or official of School Name, authorized by Human Resources, which is made to any prospective employer and waive any claim that might arise from any such statement. I consent to the use of my social security number for School Name business. I certify that the information and answers I entered on this Application are true and complete to the best of my knowledge. I further understand that any false statements or omissions made on this application or supplement may be grounds for immediate discharge or removal from consideration of employment. Finally, acknowledge and agree to, as a post offer requirement, to be fingerprinted and have a background check if it is required for the position for which I am seeking. | |
| Signature: | Date: |

**Instructions:**

1. **Print and Complete the full pre-employment application**
2. **Email it to** [**info@bpbestpractices.com**](mailto:info@bpbestpractices.com) **and we will schedule an interview if you have the qualifications**
3. **Mail it to PO Box 450855 Sunrise, FL 33345**