



American Heritage Charter School  
Employment Application

American Heritage Charter School complies with all federal, state, and local employment laws. We are an equal opportunity employer and all positions are filled without regard to race, color, religion, sex, national origin, age, or individuals with disabilities. AHCS gives preference to veterans fitting the requested hiring criteria.

In order to be considered for employment at American Heritage Charter School, please complete the following application and submit to: Administrator, 1240 S. 35<sup>th</sup> W., Idaho Falls, Idaho 83402 or e-mail to: employment@americanheritagecharterschool.com.

A criminal history check completed by the Idaho State Department of Education is required by Idaho law (Idaho Code § 33-130). All offers of employment are contingent upon the results of a background investigation check. All adults working in Idaho public schools (certificated and non-certificated), or applying for certification, are currently required to have the results of a background investigation check on file with the State Department of Education. This process includes:

1. Being fingerprinted on a State Department of Education fingerprint card;
2. Submitting fingerprint card & fee of \$40 to the Office of Certification (AHCS will reimburse the fee upon official hire). Check is conducted through: (1) Idaho Bureau of Criminal Identification (BCI); (2) Federal Bureau of Investigation (FBI) background investigation check; (3) Statewide Sex Offender Register; and
3. Clearing the criminal background check (no felonies as noted in section 33-130, Idaho Code).

Full Name: \_\_\_\_\_  
Last First M. I. Date

Physical Address: \_\_\_\_\_  
Street Apartment #

\_\_\_\_\_ City State Zip Code

Mailing Address: \_\_\_\_\_  
(If different from physical address listed above)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

**Position Applying for**

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No

If no, are you authorized to work in the United States?  Yes  No

Have you worked for this school district?  Yes  No

If so, give dates of employment. \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No If yes, explain.



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**EDUCATION**

Describe your computer skills. Please include the programs in which you have skill and the level of skill you have attained, e.g., beginner, intermediate, advanced.

List any certifications you might hold and describe what the certification means to your skill set.

Institution	Name/Address	From	To	Date Graduated	Degree Earned
High School					
College					
College					
College					

Additional Training:

Honors and Special Awards:

**Military Service**

Branch of Military: \_\_\_\_\_ Rank: \_\_\_\_\_

Service Dates: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_



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**PERSONAL DATA**

Please provide any personal data which you think will be of assistance in evaluating your application.

American Heritage Charter School  
1240 S. 35<sup>th</sup> W.  
Idaho Falls, Idaho 83402

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, do hereby authorize the authorities of American Heritage Charter School, Idaho Falls, Idaho, to make inquiry of my present and past employers and/or professional associates, regarding my job performance and/or job-related conduct.

Exceptions, if any, are:

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

\_\_\_\_\_  
Date



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**PREVIOUS EMPLOYMENT** (List all employment beginning with most recent. Include periods of unemployment or self-employment. If additional space is needed, attach a separate sheet.)

Current or Last Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

<b>Duties and Responsibilities</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

<b>Duties and Responsibilities</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

<b>Duties and Responsibilities</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No



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Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Address

Job Title	Name of Supervisor	Phone

Duties and Responsibilities	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No



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**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that any employment relationship with American Heritage Charter School is of an “at will” nature, which means the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that the nature of this “at will” employment relationship may not be changed by any act unless such change is specifically acknowledged in writing by the Board of Trustees of AHCS.

If this application leads to employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules, regulations, and policies of the school.

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Signature of Applicant

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Date



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This is an employment verification form. Please fill out the applicant portion (top section) completely, and return this form with your application. American Heritage Charter School will mail the form to your previous employer(s).

I, \_\_\_\_\_, authorize my former employer to furnish the information requested to American Heritage Charter School.

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Employer Phone Number \_\_\_\_\_ Employer Fax Number \_\_\_\_\_

Employer E-mail Address \_\_\_\_\_

Name of Applicant at Time of Employment: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position at Time of Separation: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Previous employer: Please complete the following section.**

**Experience Verification**

The person described above has applied to AHCS for employment consideration. AHCS has been authorized by the applicant to receive information concerning personal character, work habits, and employment records.

\_\_\_\_\_ was employed by \_\_\_\_\_ in the  
Applicant Name Previous Employer

position of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Job Title Dates of Employment

for a total of \_\_\_\_\_ of employment.  
(Yrs/Mths)

Name and title of person completing this form: \_\_\_\_\_

Company and/or School Name: \_\_\_\_\_

Address, City and State: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

Please return to:  
American Heritage Charter School  
1240 S. 35<sup>th</sup> West  
Idaho Falls, Idaho 83402

TO: Christina P. Linder  
Director of Certification/Professional Standards  
Idaho State Department of Education  
P.O. Box 83720  
Boise, Idaho 83720-0027

FROM: Administrator, American Heritage Charter School

RE: Request for Verification of Certificate Status

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Pursuant to § 33-1210(5), Idaho Code, American Heritage Charter School, is seeking information regarding the following individual:

Name of Applicant: \_\_\_\_\_  
(Clearly print your name)

Applicant Date of Birth: \_\_\_\_\_  
(Print your date of birth)

Specifically, pursuant to the above-referenced statute, American Heritage Charter School, is seeking the following information in order to address a hiring decision:

1. Certificate status.
2. The existence of any past findings or complaints relating to violations of the Code of Ethics for Professional Educators.
3. The existence of any current complaints or investigations relating to alleged violations of the Code of Ethics for Professional Educators.
4. Any information relating to job performance as defined by the State Board of Education, pursuant to Subsection (11) of Idaho Code § 33-1210, for any applicants for certified employment.

American Heritage Charter School would greatly appreciate it if this information could be advanced to the attention of the Administrator on or before the \_\_\_\_\_ day of \_\_\_\_\_, in order to allow a timely decision as to employment matters. This information may be mailed to:

1240 S. 35<sup>th</sup> W.  
Idaho Falls, Idaho 83402

or send via e-mail to [employment@americanheritagecharterschool.com](mailto:employment@americanheritagecharterschool.com).