

EDUCATION CONTINUED

Graduate

School Name and Location

Course of Study

Years Completed

Degree

Other

School Name and Location

Course of Study

Years Completed

Degree

Additional Coursework / Certification

Computer Literacy

Please list computer equipment and software with which you have experience. _____

Please circle your level of proficiency.

1. Use of application software (e.g. Word, Excel, etc.)

A. Beginner B. Novice C. Proficient D. Advanced E. Expert

CURRENT EMPLOYMENT

School or Business Name

Address

Phone

Supervisor

Employment Dates

Job Title and Work performed

Are you currently under contract?

Current Salary

Reason for Leaving

Villa Academy is an equal opportunity employer and complies with all federal rules and regulations and does not discriminate in admission, access, treatment or employment on the basis of race, color, religion, sex, creed, age, national origin, marital status, or disability.

EMPLOYMENT HISTORY

1)

School or Business Name

Address

Phone

Supervisor

Employment Dates

Job Title and Work performed

Reason for Leaving

2)

School or Business Name

Address

Phone

Supervisor

Employment Dates

Job Title and Work performed

Reason for Leaving

3)

School or Business Name

Address

Phone

Supervisor

Employment Dates

Job Title and Work performed

Reason for Leaving

PROFESSIONAL REFERENCES

1)
Name _____ Title _____

Address _____ Phone _____

2)
Name _____ Title _____

Address _____ Phone _____

3)
Name _____ Title _____

Address _____ Phone _____

OTHER

May we contact your previous employers? _____

Should you be offered the position, when would you be available? _____

I certify that the information provided on this application form is a true and complete statement of my personal and professional record to date.

Signature of Applicant

Date

Application Checklist

- A formal letter of application.
- A current resume.
- A completed school application form.
- Upon employment, a copy of your original Social Security card will be needed.
- Pursuant to RCW 28A.195.080, a background check inquiry, including fingerprinting, will be required at the expense of the employee.

• Please send to:

Villa Academy
Attention: Employment
5001 NE 50th St.
Seattle, WA 98105

• Or fax to: 206-523-7131

Villa Academy is an equal opportunity employer and complies with all federal rules and regulations and does not discriminate in admission, access, treatment or employment on the basis of race, color, religion, sex, creed, age, national origin, marital status, or disability.