



ADMINISTRATIVE APPLICATION

Instructions for Applying:

Please go to <https://calschool.org/employment/> to select your desired position and click through to submit your contact information and CV/Resume. For general inquiries, please send a completed Application Form to Mrs. Aiello at daiello@calschool.org.

In order for applications to be complete, they must include all required documents. Candidates must thoroughly understand and support the mission and philosophy of classical education and the Classical Academy de Lafayette: <https://calschool.org/>

Candidacy Process

Candidates being seriously considered for a position will be invited to interview with CAL School Administration. After a preliminary interview, should both parties agree to move forward, references will be reviewed and/or contacted before a second interview, after which the candidate may be asked to complete an assessment and submit transcripts.

Contact information:

Please submit your completed application to: Mrs. Aiello at daiello@calschool.org

General Information:

Administrators are dedicated to supporting the education of CAL students. As examples to our students, administrators are expected to demonstrate high moral character and embrace the virtues of our American society. Administrators are employed at-will and operate as professionals within the guidelines established by CAL and its Board of Directors.

APPLICATION FOR EMPLOYMENT

The Classical Academy de Lafayette (CAL) is an Equal Opportunity Employer.

Prospective employees will receive consideration without discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, genetic testing information, age or any other characteristic protected by state or federal law.



| | | | | |
|----------------------------|--|--|-----------|--|
| Date of Application: | Have you ever previously applied for employment with CAL? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Name (Last, First, MI): | | | | |
| Street Address: | City: | State: | Zip Code: | |
| Home Telephone: () - | Business Telephone: () - | May we contact you at work? Yes No | | |
| Cell Phone/Pager: () - | Email Address: _____@ | | | |

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|--|--|--|------------------------------------|-----------|---|----------|--------------------|-----|--|
| Position Desired: | | | | | | | | | |
| Are you applying for: | | | Full-time | Part-time | Temporary | Seasonal | Salary Desired: \$ | per | |
| Can you perform the essential functions of the position you are applying for? | | | | | Yes | No | | | |
| Under federal law, we may hire only persons authorized to work in the U.S. As a condition of employment, I understand that I will be required to furnish proof of my identity and authorization to work in the U.S. as required by law. Are you legally authorized to work in the U.S.? Yes No | | | | | | | | | |
| Will you now or in the future require sponsorship for employment visa status? (e.g., H-1B visa status) Yes No | | | | | | | | | |
| Have you ever been convicted of a crime other than a minor traffic violation? | | | | | If you answer yes to any of the question including conviction, attach explanation of the incident including date, incident, city, county and state: | | | | |
| Yes No | | | | | A conviction will not necessarily disqualify an applicant from employment. | | | | |
| Are there any charges or proceedings pending against you? Yes No | | | | | | | | | |
| Have you ever been discharged or requested to resign from a position? Yes No | | | | | | | | | |
| Have you ever been refused renewal of an agreement or contract? Yes No | | | | | | | | | |
| Are you employed now? Yes No | | | If hired, when can you begin work? | | | | | | |
| License, Certificates and Endorsements held: | | | | | | | | | |
| What skills and abilities, in regards to extra or curricular activities can you offer? | | | | | | | | | |

| Name & Location of School Include college and graduate work | Date From: | Attendance To: | Degree | Specialty |
|--|------------|----------------|---------------|------------|
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| | | | | |
| Student Teaching Name, Address, Phone | | | Grade/Subject | Supervisor |
| | | | | |
| | | | | |

| Employment Record | | Please give accurate, complete full-time and part-time employment history starting with your present or most recent employer. If attaching resume, you must still complete all sections. Do NOT include student teaching. | |
|--------------------------|--|--|--|
| School/Company Name: | | Telephone: () - | |
| Address: | | Dates of Service (month and year): From: / / To: / | |
| Reason for Leaving: | | Manager: | |
| What was your job title? | | Starting Pay: \$ Ending Pay: \$ | |
| School/Company Name: | | Telephone: () - | |
| Address: | | Dates of Service (month and year): From: / / To: / | |
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| School/Company Name: | | Telephone: () - | |
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| Reason for Leaving: | | Manager: | |
| What was your job title? | | Starting Pay: \$ Ending Pay: \$ | |

| References | | List three professional references we may contact (e.g., current or former managers, peers, customers, etc.). | | |
|-------------------|-------------------------|--|-------------------|---------------------|
| Name | Address or Email | Phone # | Occupation | Relationship |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Please Read the Following Carefully

- I certify that the statements that I have made in this application are true and complete and that I have read, understand and agree to all the provisions contained in this application. I understand that falsification or omission of information from this application or violation of any of the provisions contained herein may be cause for disqualification or immediate dismissal.
- In consideration of my employment, I agree to conform to the policies and procedures of The Classical Academy. I understand that in accepting this application, the School is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed with the School, I understand that I am employed "at-will" and that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at either the option of the school or myself. I further understand that no supervisor, manager, or representative of the School has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except in writing when authorized by the Principal of The Classical Academy.
- I authorize TCA to investigate all statements contained herein and to use the information contained in this application form or in my personnel file; (1) to contact my previous employers about my qualifications for the job applied for (2) to answer job related inquiries from possible future employers, (3) to contact schools for pertinent information, and (4) to contact the references listed above. I understand that this application form will be considered active for six (6) months from the date it is signed and dated by me.
- I understand that if I am offered employment it will be contingent on the successful outcome of a criminal background check and a child abuse registry search.

Applicant Signature _____ Date _____

School Representative _____ Date _____

Please note that we cannot accept electronic signatures.