



105 Sheriff Dierker Court, O'Fallon, MO 63366

636-978-7785 office 636-978-7885 fax
centerforautism@teachautism.org www.teachautism.org

EMPLOYMENT APPLICATION

POSITION APPLIED FOR: You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of The Center for Autism Education and will not be returned. (NOTE: A separate application must be completed for each position for which you are applying.)

ALL POSITIONS involving direct care with students require a minimum of 60 credit hours or successful completion of the ParaPro Assessment Test. An OFFICIAL transcript or proof of a successful ParaPro Assessment Test is required PRIOR to the pre-employment process.

Desired Position:	Date available:	Date
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PERSONAL INFORMATION as it appears on your SSN card

Name (Last)	(First)	(Middle Initial)	Maiden Name	Social Security (optional)
Address (Street)		(City)		
E-mail Address		(State)	(Zip)	
Home Phone Number	Work Phone Number	Cell Phone Number	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Age <input type="checkbox"/> 18 or over		Have you been employed under other names? <input type="checkbox"/> Yes <input type="checkbox"/> No List Name(s):		
Have you ever been employed by The Center for Autism Education? <input type="checkbox"/> Yes <input type="checkbox"/> No				
How did you find out about this job opening? <input type="checkbox"/> Web page (Employment Opportunity List) <input type="checkbox"/> Human Resource Office <input type="checkbox"/> Newspaper (Identify) <input type="checkbox"/> Other (Please Explain):				
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>				
Have you been convicted of a felony within the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify an applicant from employment.) If yes, please explain:				
If hired, are you willing to submit to and pass a controlled substance test? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the functions that cannot be performed: _____ (Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)				

EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

Name & Location of School	# of yrs. Complete	Graduated	Degree & Major
College		<input type="checkbox"/> Yes	
Other		<input type="checkbox"/> Yes	
Other		<input type="checkbox"/> Yes	
High School/GED		<input type="checkbox"/> Yes	

OFFICE/COMPUTER SKILLS

Please list the software programs with which you are experienced.

SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES: List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional licenses, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or specialized software or hardware. (Use back of page)

EMPLOYMENT HISTORY: List all employment *starting with the most current position held*. Show employment history for at least 10 years or from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, *but you must complete the employment section*. This information will be used in reference checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year)		Position Title	
From:	To:		
Salary		Organization Name/Address	
Start: \$	Final: \$		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time, hrs/wk		
May we contact for references?		Supervisor's Name/Title/Phone:	Reason For Leaving:
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			

Dates Employed (month/year)		Position Title	
From:	To:		
Salary		Organization Name/Address	
Start: \$	Final: \$		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time, hrs/wk		
May we contact for references?		Supervisor's Name/Title/Phone:	Reason For Leaving:
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			

Dates Employed (month/year)		Position Title	
From:	To:		
Salary		Organization Name/Address	
Start: \$	Final: \$		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time, hrs/wk		
May we contact for references?		Supervisor's Name/Title/Phone:	Reason For Leaving:
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			

Dates Employed (month/year)		Position Title	
From:	To:		
Salary		Organization Name/Address	
Start: \$	Final: \$		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time, hrs/wk		
May we contact for references?		Supervisor's Name/Title/Phone:	Reason For Leaving:
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			

Dates Employed (month/year)		Position Title	
From:	To:		
Salary		Organization Name/Address	
Start: \$	Final: \$		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time, hrs/wk		
May we contact for references?		Supervisor's Name/Title/Phone:	Reason For Leaving:
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Duties:			

For Teacher/Administrative Applicants Only:

Certification & Areas	Expiration Date	Explanation
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Submit Two Professional References at this time. Upon interview of college transcripts and a placement files will be requested.

ANSWER ALL: ALL APPLICANTS COMPLETE THE FOLLOWING:

If you respond "yes" to any of the questions below, please explain on a separate sheet. Circle either Yes or No.

- Yes No Have you ever been discharged from a position?
- Yes No Have you ever had a teaching certificate or professional license revoked or suspended?
- Yes No Have you ever been released or have you ever resigned from employment because of misconduct or unsatisfactory services?
- Yes No Have you ever resigned as part of an agreement to avoid dismissal?
- Yes No Have you ever been arrested for, charged with, or convicted of a felony or misdemeanor (exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00)?
- Yes No Have you ever entered a plea of guilty or no contest to a felony or misdemeanor (exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00)?
- Yes No Has the Missouri Department of Family Services or a similar agency in any other state or jurisdiction ever issued a determination or finding of cause or reason to believe or suspect that you engaged in the physical, emotional, psychological or sexual abuse or neglect of a child?

Other Experience related to autism or other development disabilities:

I hereby authorize representatives of The Center for Autism Education to contact all persons and entities listed on this application and to make all contacts, inquires and investigations which they deem necessary in order to verify my education, employment and criminal records, including but not limited to, contacting current/past employers, education institutions and law enforcement agencies. I hereby consent to the release of any such information by third persons and I understand that The Center for Autism Education will keep such information in a confidential file, available only to appropriate school officials.

Employment with The Center for Autism Education is contingent upon the satisfactory completion of a criminal record check. An unsatisfactory report shall constitute cause for immediate termination. Although the existence of an arrest, charge or conviction alone may not constitute an unsatisfactory report, The Center for Autism Education has a compelling interest in ensuring the safety and welfare of its students. Therefore, The Center for Autism Education is permitted by law and has an obligation to request criminal record information for each employee and to act in accordance with that information.

I hereby state that all information provided by me in connection with this application for employment is true, correct and complete. I understand that if I am employed, any misstatement or omission of facts or otherwise on this application or other material submitted in connection therewith shall be cause for immediate discharge.

I hereby release the officers, employees and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made to The Center for Autism Education. I understand and agree that this waiver includes any and all manners of action that I may have in the future concerning such disclosures, regardless of their nature.

APPLICANT'S SIGNATURE: _____ DATE: _____

NOTICE OF NONDISCRIMINATION - The Center for Autism Education does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or treatment or employment, in its programs and activities. If you have any inquiries or concerns regarding The Center for Autism Education's policy of nondiscrimination, you may contact the Director of Human Resources.

For Office Use only:

Comments

Date received in HR: _____