



14942 South 560 West
Bluffdale, Utah 84065
PHONE (801) 495-3272
FAX (801) 495-3275

EMPLOYMENT APPLICATION – Non-Teaching

Name _____ E-mail _____
Last First Middle

Address _____ Home Phone _____
Street or P.O. Box

_____ Daytime Phone _____
City State Zip Code

Position Desired _____ Expected Pay _____ Date available _____

Education

High School _____
Name City State

College/University _____
Name State Degree Date

Major _____ Minor _____

College/University _____
Name State Degree Date

Major _____ Minor _____

Work Experience

1. Previous Employer _____ Job Title _____

Address _____

Supervisor _____ Dates Employed _____ to _____

Brief description of duties _____

2. Previous Employer _____ Job Title _____

Address _____

Supervisor _____ Dates Employed _____ to _____

Brief description of duties _____

Work Experience (cont.)

3. Previous Employer _____ Job Title _____

Address _____

Supervisor _____ Dates Employed _____ to _____

Brief description of duties _____

References

List references

_____	_____	_____
Name	Position	Telephone

_____	_____	_____
Name	Position	Telephone

_____	_____	_____
Name	Position	Telephone

Other Interests/Skills

- **Have you ever (1) forfeited bail, or been (2) convicted (3) fined (4) jailed (5) arrested/charged with, or (6) placed on probation for any violation of law other than minor traffic offenses?** Yes No
- **Have you had a certificate or license revoked or suspended?** Yes No
- **Have you ever been released from a contract, resigned to avoid termination or disciplinary action, suspended, or placed on leave with or without pay?** Yes No

If you answered “yes” to any of these questions, explain in an attached letter.

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

I authorize Summit Academy High School to make such investigations and inquiries of my personal employment and other matters as deemed necessary in arriving at an employment decision. I hereby release persons giving information of past employment experiences from all liability in responding to inquiries in connection with my application. This is to include any request for personnel files from past employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) will result in discharge. In accordance with Utah State Law, Summit Academy High School will conduct a criminal background check (including taking my fingerprints), and I hereby waive my rights to further written notice of such.

Applicant Signature

Date

Applications:

Drop off, mail, or fax your **completed application packet** to Summit Academy High School, 14942 South 560 West, Bluffdale, Utah 84065. For directions please call (801) 495-3272. A complete application packet should consist of the following:

- Completed signed application
- Cover letter (optional)
- Resume
- References

Hiring Process:

Screening of applications will be done by the administration at Summit Academy High School. Candidates will be chosen to interview from the pool that best fits SAHS's staffing needs. Interviews will be conducted by administration and may also be attended by teachers or other administration staff.

SAHS is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, or any other factor prohibited by law or regulation.