



1225 East 13200 South  
Draper, Utah 84020  
(801) 572-9007  
FAX (801) 572-9875

## 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
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**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 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 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, 1225 E. 13200 S., Draper, Utah 84020. For directions please call (801) 572-9007. 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. Candidates will be chosen to interview from the pool that best fits Summit Academy's staffing needs. Interviews will be conducted by administration and may also be attended by teachers or other administration staff.

Summit Academy 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.