

The Atlanta Academy
Application for Employment

Please send completed form to:
Head of School
2000 Holcomb Woods Parkway
Roswell, Georgia 30076
678-461-6102
678-461-6105 Fax

Name: _____
Last First Middle

Address _____
Street

City State Zip Telephone #

Grade level/subject certification

Expiration Date

Are you currently under contract? _____ Yes _____ No

Date available for employment: _____

Have you ever been convicted to a crime regarding any situation that could in any way be substantially related to your job duties as an employee of this school?

_____ Yes _____ No

If yes, please explain _____

Education

(Circle highest grade completed in each category)

College Post Graduate

1 2 3 4 1 2 3 4 5

Name/Location Major Year Graduated Degree

College _____

Grad School _____

Are you currently in school? _____ Where _____

Employment History

Account for all employment in last 10 years, with most recent employment listed first.

Dates: From _____ To: _____

Name & Phone # of Employer _____

Salary _____ Reason for Leaving _____

May we contact this employer? _____

Dates: From _____ To: _____

Name & Phone # of Employer _____

Salary _____ Reason for Leaving _____

May we contact this employer? _____

Dates: From _____ To: _____

Name & Phone # of Employer _____

Salary _____ Reason for Leaving _____

May we contact this employer? _____

Special Skills

Do you speak any foreign languages? If yes, are you fluent in speech and writing?

List computer skills including software expertise: _____

List relevant qualifications and accomplishments: _____

Student Teaching Experience – Grade/Subject areas: _____

The Atlanta Academy is an equal opportunity employer. The Atlanta Academy does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices.

The Atlanta Academy, Inc.
Employment Inquiry Release

Location: The Atlanta Academy Date: _____

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on my including information as to my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that The Atlanta Academy may make inquiries, including, but not limited to my consumer credit history, education, professional licensing, criminal history and driving history. Furthermore, I understand that The Atlanta Academy may request information from various federal, state and other agencies that maintain records concerning my past driving history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by The Atlanta Academy from a consumer-reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and scope of this investigation as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by The Atlanta Academy to furnish any or all of the above- mentioned information. In addition,

I hereby release The Atlanta Academy from any and all liability arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees, and other persona who in good faith provide to The Atlanta Academy, the above mentioned information as requested, in order to successfully complete a background investigation for my application for employment. I will allow a photocopy of this authorization to be as valid as the original for purposes as determined as necessary by The Atlanta Academy.

PRINT NAME _____
SOCIAL SECURITY # _____
DATE OF BIRTH _____
CURRENT ADDRESS _____
CITY _____ STATE _____ ZIP _____
DRIVER'S LICENSE _____ STATE _____ *SEX _____ *RACE _____
THE ATLANTA ACADEMY _____
(Signature of authorized representative)
APPLICANT'S SIGNATURE _____

KROLL

DISCLOSURE AND AUTHORIZATION TO OBTAIN INFORMATION

In connection with my suitability for employment with _____ ("Company"), I authorize Company to request a consumer and/or investigative consumer report on me for employment purposes from **KROLL BACKGROUND AMERICA, INC.** ("Kroll"). Such reports may include, but are not limited to, information as to my character, general reputation, personal characteristics, and mode of living; discerned through employment and education verifications; personal references and interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; workers' compensation records after a conditional job offer has been extended and to the extent permitted by law; a social security number trace; present and former addresses; criminal and civil history/records; and any other public record.

I authorize any person, business entity or governmental agency that may have information relevant to the above to disclose the same to Company and Kroll, including, but not limited to, any and all courts, public agencies, law enforcement agencies and credit bureaus. I authorize Company to share such information only with parties in interest who have a "need to know" such information to protect them and their employees. Kroll does not sell or otherwise provide any of the information found in its background investigations to any party other than the Company.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any consumer report of which I am the subject upon my written request to Kroll. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et. seq. I agree that this authorization shall remain valid for the duration of my employment with Company. I certify that the information contained on this Authorization form is true and correct and that my application or employment may be terminated based on any false, omitted or fraudulent information.

Signature: _____ Date: _____

IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY

Last Name: _____ First Name: _____ Middle: _____

Other Names Used _____ Years Used _____

Current Address: _____
Street /P. O. Box City State Zip Code County Dates

Former Address: _____
Street /P. O. Box City State Zip Code County Dates

Social Security Number: _____ Daytime Phone Number: _____

E-mail Address: _____ Driver's License Number: _____ State of Issuance: _____

*Date of Birth: _____ *Gender _____

For CA, MN & OK Residents Only: Please provide me with a copy of my background report YES: NO
For California residents: Under § 1786.22 of the California Civil Code, you may view the file maintained on you by Kroll. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by submitting a request by mail, by appearing at Kroll's offices in person during normal business hours and on reasonable notice, or you may also receive a summary of the file by telephone after submitting a written request. Kroll has trained personnel available to explain your file to you and will provide a written explanation of any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. Kroll is located at 100 Centerview Drive, Suite 300, Nashville, TN 37214 and may be contacted at 1 (888) 381-7866.

*Providing year of birth and gender is strictly voluntary. This information will enable us to properly identify you in the event we find adverse information during the course of a background search.

Please note that nothing herein shall be construed as legal advice.