



APPLICATION FOR EMPLOYMENT

It is the policy of Mt.Auburn International Academy ("MAIA") to afford equal opportunities to applicants for employment and employees without regard to race, color, creed, religion, age, sex, national origin, ancestry, marital status, handicap, disability related to pregnancy or childbirth, membership or activity in any local commission, status regarding public assistance, or any other characteristic protected by applicable federal, state or local law. None of the questions in this application is intended to elicit information regarding any protected characteristics, or imply any limitation, illegal preference or discrimination based upon non-job-related information or protected characteristics.

If you are hired by MAIA, you will be employed on an at-will basis. As an at-will employee, you may terminate your employment at any time, for any reason, without prior notice. Similarly, if you are hired, MAIA will have the right to terminate your employment at any time, for any reason, without prior notice. No supervisor or manager has the authority to offer or promise anything other than at-will employment.

All sections of the application must be completed to be considered for employment. If you have no information to record, use N/A for "not applicable."

Please do not write "see résumé" as this will result in an incomplete application for employment.

1. Name _____
Last First Middle

Have you ever been known by an alias or another name? Yes No If yes, what? _____

2. Address _____
Number and Street City State Zip Code

Home Phone () _____ Work Phone () _____

3. Position for which application is made (please check all that apply):
Full-time Part-time Temporary Seasonal

a) Teaching Positions

Level

- Kindergarten
- Elementary (grades 1-5)
- Middle School (grades 6-8)
- High School (grades 9-12)

Academic Discipline/Subject Area

- English
- Mathematics
- Science
- Social Studies
- Spanish
- Special Education
- Art
- Music
- Physical Education

b) Administrative Positions

- Director
- Academic Quality Controller
- Business Manager
- Counselor
- Student Life Coordinator
- Student Management Coordinator

c) Other (specify title): _____

4. List the current Education/Administrative Licenses or Certificates you hold*:

*Original current license & certification must be provided.

File Folder or License Number	State	Functions Description	Date Issued	Expiration Date

Teaching Certification

Type of Certificate	State	Endorsement/Level	Issued/Expected	Expiration Date

5. Educational Preparation. Full information and dates are required*.

*Original transcripts must be provided.

Schools Attended	Name and Location	Degree/Diploma	Major	Minor	Dates Attended
High School					
College/University*					
Graduate*					
Other Post-Secondary*					

6. **Employment References*** *(Give no fewer than three references capable of judging your ability to perform the kind of work for which you have applied.)*

*3 letters of recommendation requested

Referent's Name	Title	Business Address	School/Firm Name & Phone #

May we contact your references prior to speaking with you? Yes No

7. **Employment History**

Please provide complete history of your employment over the **last 10 years**. Please explain any gaps in your employment history. Attach additional page, if necessary.

EMPLOYER (List most recent one first)		DATES:
Name _____	_____	From ___/___/___
Address _____	_____	To ___/___/___
Supervisor _____	Phone _____	
Position Held _____		
Type of Experience _____		
Reason for Leaving _____		
EMPLOYER		DATES:
Name _____	_____	From ___/___/___
Address _____	_____	To ___/___/___
Supervisor _____	Phone _____	
Position Held _____		
Type of Experience _____		
Reason for Leaving _____		
EMPLOYER		DATES:
Name _____	_____	From ___/___/___
Address _____	_____	To ___/___/___
Supervisor _____	Phone _____	
Position Held _____		
Type of Experience _____		
Reason for Leaving _____		

May we contact your present employer? Yes No

Gaps in employment explanation:

8. Have you ever been discharged by an employer? Yes No

If yes, please explain.

9. Describe any academic, curricular and extracurricular activities, programs, or special training you have received that are related to the type of employment you are seeking. List your experience and whether or not you feel qualified to lead, organize or direct in those areas.

10. Professional Affiliations/Activities:

11. Mt. Auburn International Academy is a college preparatory school that is highly structured. The set curriculum is academically rigorous. Have you worked in a highly academic system before?

Yes No

If yes, explain:

12. Have you ever been convicted of a criminal offense? Yes No If yes, please attach information.

13. Are you under contract to another school system at the present time? Yes No

14. If hired, and you are under age 18, can you furnish a work permit? Yes No

If no, please explain.

15. If hired, when could you begin work?

16. If hired, can you furnish proof that you are you eligible to work in the United States? Yes No

If no, please explain.

If employed, you must provide original documents that prove your identity and U.S. employment eligibility

17. Have you ever left a teaching post before the end of the academic year? Yes No If yes, please explain.

18. Have you worked for MAIA or a SABIS® Network School before? Yes No If yes, when?

Reason for leaving?

19. Have you applied for work with MAIA previously? Yes No If yes, when?

If yes, position applied for:

20. Write a paragraph on what you believe you can offer the school and what you hope to gain from working at Mt. Auburn International Academy.

Have you served in the Military? Yes No If yes, which branch?

Briefly describe your duties while serving if any may be related to position applied for:

Have you ever worked in a position similar to the one for which you are applying? Yes No

If yes, please explain.

Are you acquainted with anyone who is currently employed by MAIA or another SABIS® Network School? Yes No

If yes, name of person:

Please Read Carefully and Sign

By my signature below, I certify that the information provided in this employment application and accompanying documentation, including my résumé, is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify MAIA if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

I understand that I may be required to provide a set of fingerprint impressions and that a criminal background check must be conducted and satisfactorily completed if I come under final consideration for employment as a precondition of my employment with MAIA. Furthermore, I understand that MAIA may permit me to commence my employment duties pending completion of the criminal background check and that I may be terminated without notice based on the results of the background check.

I hereby authorize MAIA to contact all of my former and current employers, educational institutions, and the other references I have provided regarding me and my performance record, work, and academic experience.

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying documentation, including my résumé, to provide MAIA with any information or opinion requested by MAIA in connection with my application, and, excepting any information or opinion related to unlawful discrimination, I release such persons and organizations from any legal liability in making such statements.

I also hereby release Mt. Auburn International Academy and its employees and agents, and all of my former and current employers, educational institutions, and the other references I have provided from any and all liability and damages for releasing, in good faith, or using information concerning me and my performance record, work, and academic experience. I also hereby waive any right to receive written notice from MAIA or any former or current employer that disciplinary reports, letters of reprimand, or other disciplinary action taken against me while employed will be or have been disclosed to a third person or entity.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility, any required participation in benefits plans that are a condition of employment, and for statistical purposes.

I will abide by all policies, rules, and regulations, as amended from time to time, of MAIA.

This application is current for 3 months from the date it was submitted for an open position. At the conclusion of this time, if I have not heard from Mt. Auburn International Academy and still wish to be considered for open positions, it will be necessary to complete a new application for employment.

I UNDERSTAND THAT THIS APPLICATION AND PARTICIPATION IN ANY INTERVIEW DOES NOT CREATE A CONTRACT OF EMPLOYMENT. I UNDERSTAND AND AGREE THAT IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY, BE TERMINATED AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT PRIOR NOTICE. I UNDERSTAND THAT NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION.

Applicant Name: _____
(Please print)

Applicant's Signature

Date

We appreciate your interest in Mt. Auburn International Academy
and the time you have taken to complete this application.

Further information about the SABIS® School Network may be found at www.sabis.net.

MT. AUBURN INTERNATIONAL ACADEMY

244 Southern Avenue, Cincinnati, OH 45219

Supplement to Application for Employment
(to be completed by all job applicants)

In order to verify that no new employee of Mt. Auburn International Academy ("MAIA") has been convicted of or pleaded guilty to certain criminal offenses, MAIA requires a criminal records check with the Bureau of Criminal Identification and Investigation on each job applicant who has been selected to come under final consideration for employment by MAIA. MAIA shall not employ any job applicant that has been convicted of or pleaded guilty to any of the crimes as noted in Section 3319.39 of the Ohio Revised Code. Your response to the following question is therefore required:

Have you ever been convicted of or pleaded guilty to, or are you currently charged with any felony, any violation of Sections A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.16, 2903.21, 2903.34, 2905.01, 2905.02, 2905.05, 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, 2907.07, 2907.08, 2907.09, 2907.21, 2907.22, 2907.23, 2907.25, 2907.31, 2907.32, 2907.321, 2907.322, 2907.323, 2911.01, 2911.02, 2911.11, 2911.12, 2919.12, 2919.22, 2919.24, 2919.25, 2923.12, 2923.13, 2923.161, 2925.02, 2925.03, 2925.04, 2925.05, 2925.06, or 3716.11 of the Revised Code, a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, a violation of section 2919.23 of the Revised Code that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation been committed prior to that date, a violation of section 2925.11 of the Revised Code that is not a minor drug possession offense, or felonious sexual penetration in violation of former section 2907.12 of the Revised Code, any comparable statute or ordinance of any other state or municipality or any offense of violence, theft offense (as defined in R.C. 2913.01), drug abuse offense (as defined in R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offenses?

ANSWER BY SIGNING YOUR NAME AT THE APPROPRIATE ANSWER:

No _____

Yes _____

The job applicant shall be responsible for completing all documents required to initiate this criminal records check and for all costs associated with obtaining this report from BCII. Job applicants who cannot document in writing his/her Ohio residency of five (5) consecutive years or more are required to complete FBI checks at an additional cost paid by the job applicant. Unless the fee(s) for the criminal record check are paid by the job applicant, he/she will not be considered for employment.

Due to the length of time required for completion of the records check, it may occasionally be necessary for MAIA to conditionally employ a person prior to having received results of the criminal records check. In these cases, MAIA shall rely on the applicant information provided in the application for employment. However, by signing this document I specifically agree that if I am employed by MAIA prior to its receipt of a response from BCII, my employment shall be conditional upon subsequent receipt by MAIA of a report from BCII which is consistent with my answer to the question above. I recognize that, should MAIA discover that I have falsified any information, I will not be employed, or if already employed, will be subject to termination from employment.

I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize MAIA, its employees and agents, to (1) investigate the truthfulness of all statements made on the application for employment and this supplement, including obtaining a report from BCII, (2) contact my former employers and other listed references or any other persons who can verify information; and (3) discuss the results of any investigation with MAIA and other employees or agents of MAIA who may be involved in the selection/hiring process. In addition, I give my consent for all contacted persons, including former employers, to provide information concerning this application, and I release each such person from liability for providing information to MAIA, its employees or agents.

Applicant Signature

Date

Social Security #

Printed Name of Applicant

Employment is at will, which means that the employee or the employer may terminate the employment relationship at any time, for any reason, with or without notice. Neither this information, whether accepted or not, nor any other document, constitute a contract, promise, or covenant of employment, or of any particular terms, benefits, or duration of employment, nor are any other documents or statements of the employer so intended.

2903.01	Aggravated murder	2911.01	Aggravated robbery
2903.02	Murder	2911.02	Robbery
2903.03	Voluntary manslaughter	2911.11	Aggravated burglary
2903.04	Involuntary manslaughter	2911.12	Burglary
2903.11	Felonious assault	2919.12	Unlawful abortion
2903.12	Aggravated assault	2919.22	Endangering children
2903.13	Assault	2919.23	Interference with custody
2903.16	Failing to provide for a functionally impaired person	2919.24	Contributing to unruliness or delinquency of a child
2903.21	Aggravated menacing	2919.25	Domestic violence
2903.34	Patient abuse or neglect	2923.12	Carrying concealed weapons
2905.01	Kidnapping	2923.13	Having weapons while under disability
2905.02	Abduction	2923.161	Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function
2905.04.1	Child stealing (repealed 7/1/1996)		
2905.04.2	Criminal child enticement		
2907.02	Rape	2925.02	Corrupting another with drugs
2907.03	Sexual battery	2925.03	Trafficking, aggravated trafficking in drugs
2907.04	Unlawful sexual conduct with minor	2925.04	Illegal manufacture of drugs – illegal cultivation of marihuana – methamphetamine offenses
2907.05	Gross sexual imposition		
2907.06	Sexual imposition	2925.05	Funding, aggravated funding of drug or marihuana trafficking
2907.07	Importuning		
2907.08	Voyeurism	2925.06	Illegal administration or distribution of anabolic steroids
2907.09	Public indecency	2925.11	Possession of controlled substances
2907.12.1	Felonious sexual penetration (repealed 9/1/1996)	3716.11	Placing harmful or hazardous objects in food or confection
2907.21	Compelling prostitution	A violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, a violation of section 2919.23 of the Revised Code that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation been committed prior to that date, a violation of section 2925.11 of the Revised Code that is not a minor drug possession offense, or felonious sexual penetration in violation of former section 2907.12 of the Revised Code, any comparable statute or ordinance of any other state or municipality or any offense of violence, theft offense (as defined in R.C. 2913.01), drug abuse offense (as defined in R.C. 2925.01) which is not a minor misdemeanor, or any misdemeanor sex offenses	
2907.22	Promoting prostitution		
2907.23	Procuring		
2907.25	Prostitution – after positive HIV test		
2907.31	Disseminating matter harmful to juveniles		
2907.32	Pandering obscenity		
2907.321	Pandering obscenity involving a minor		
2907.322	Pandering sexually oriented matter involving a minor		
2907.323	Illegal use of minor in nudity-oriented material or performance		