



## Silver State Charter Schools

788 Fairview Drive  
Carson City, NV 89701  
Phone (775) 883-7900  
Fax (775) 883-9130

*Thank you for your interest in Silver State Charter Schools!*

This application must be complete for you to be considered for employment. The preferred method of receiving the application packet is electronically; which will require you to scan documents and submit them with this application. The application may also be received through the mail or hand delivered as well. Only complete application packets will be considered for employment.

1. Please make sure you include the following:

- COMPLETED CERTIFIED EMPLOYEE APPLICATION FORM
- RESUME
- AT LEAST THREE RECENT LETTERS OF REFERENCE  
(Letters written more than two years ago are **not** considered recent. One must be from a supervisor.)
- TRANSCRIPTS FROM ALL EDUCATION INSTITUTIONS  
(For the purpose of this application, unofficial transcripts will be accepted, but prior to being offered a contract official transcripts **must** be received.)
- CLEAR COPY OF VALID "STATE OF NEVADA LICENSE FOR EDUCATIONAL PERSONNEL"
- A HANDWRITTEN EXPERIENCE FROM PAGE 3 OF APPLICATION
- ANY ADDITIONAL DOCUMENTS AS INDICATED IN APPLICATION

2. If you are selected for an interview, please be prepared to visit the school for a tour and interaction with staff as well as presenting a 10-minute lesson.

3. Each additional sheet of paper must have your complete name and date of birth on the top and must be signed and dated on the bottom.

4. If you have any questions, ***please*** do not hesitate to contact Blaine Spires at the number above for assistance.

- Thank You!

Silver State Charter Schools does not discriminate on the basis of sex, color, race, religion, national origin, sexual orientation, gender identity or expression, disability, or age. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 788 Fairview Drive, Carson City, NV 89701.



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Certified Employee Application Document  
Equal Opportunity Employer

**Position Applied for:** \_\_\_\_\_

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initial) \_\_\_\_\_

Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Other names by which transcripts or references might identify you: \_\_\_\_\_

Is the above address your permanent address?  YES  NO

If not, please give your permanent address. \_\_\_\_\_

This application and all attachments become the property of Silver State Charter Schools and will not be returned to the applicant. If you are hired, documents showing your eligibility to be employed in the United States will be required.

Please include a recent resume with this application.

## REFERENCES

Applicant must provide five (5) references with an accurate, current email addresses and phone numbers. Applicant must include with this application packet at least three (3) recent (within the last two years) letters of reference included with the application. One must be from a supervisor.

Name	Check Box if Letter is Included	Complete address: Street	Telephone Number
		City, State, Zip	E-mail Address
1	<input type="checkbox"/>		
2	<input type="checkbox"/>		
3	<input type="checkbox"/>		
4	<input type="checkbox"/>		
5	<input type="checkbox"/>		

## LANGUAGE ABILITIES: (Other than English)

Fluent in \_\_\_\_\_, conversant in \_\_\_\_\_,  
and can read and/or write \_\_\_\_\_.

**EDUCATION**

Please list all educational institutions attended, listing the most recent first. If necessary, use another sheet of paper to include all educational institutions. For the purpose of this application, copies of transcripts will be accepted, but applicant **must** supply **official** transcripts from all institutions the applicant attended prior to a contract being offered.

From		To		Name of Institution	Location (City, State)	Credits	Degree/Diploma	Major(s)	Minor(s)
MO	YR	MO	YR						

**EXPERIENCE**

Please list all contractual educational experience, listing the most recent first. If necessary, use another sheet of paper to include all educational experience.

From		To		Name of School	Location (City, State)	Position
MO	YR	MO	YR	Name of Principal	Phone Number	

**ADDITIONAL INFORMATION**

- **Have you ever been convicted of a felony?**  YES  NO
- **Have you ever been convicted of a sex offense?**  YES  NO  
 IF YOU HAVE ANSWERED 'YES' TO EITHER OF THE ABOVE QUESTIONS, YOU MUST DIRECT A CONFIDENTIAL LETTER TO ADMINISTRATION EXPLAINING THE SITUATION.  
*Note:* Existence of a criminal record does not automatically bar the applicant from employment.
- **Do we have your permission to contact your previous and present employers?**  YES  NO  
 Silver State Charter Schools will need to contact previous and present employers. If the answer is NO, please specify when we will be able to contact previous and present employers.
- **Are you able to perform the functions essential for the position you have applied?**  YES  NO  
 SSSCS supports and complies with the provisions of the Americans with Disabilities Act (ADA). If you require reasonable accommodation(s), please, on an attached sheet of paper, indicate how you will perform the tasks required by the position you have applied for and what accommodations you might require.

**ADDITIONAL INFORMATION (continued)**

- Please write, in your own words and in your own handwriting (do not type), what makes an effective teacher and why. Limit your comments to one page; put your name on the top and sign and date the bottom.
- Please be prepared to demonstrate your ability to integrate technology into your lesson plans.

**REASONABLE ACCOMODATION**

Silver State Charter Schools will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs please notify the Silver State Charter Schools administration when you turn in your application.

**READ AND SIGN**

I understand any false statements or misrepresentation of facts are grounds for dismissal or removal of consideration for employment. I hereby certify that the statements and information provided above are true and correct to the best of my knowledge and belief. I waive the right to hold liable those persons whose names appear on the application form. I understand that if I am considered for employment with Silver State Charter Schools and am related to a current member of the Governing Body, Nevada Law requires that such a relationship be reported prior to hiring. I have never been released from a position nor have I been asked to resign for any reason. (In event that applicant has been released or asked to resign; an explanation must be attached to the application.) I understand that this application is not a contract or offer of employment.

*I have read and understand the above paragraph:*       YES       NO

I further understand that before any contract becomes effective or compensation is possible, I must personally obtain information required for compliance with the Immigration Reform and Control Act of 1986. I also understand that all employees of Silver State Charter Schools are finger printed and may be asked to submit to a drug test. Silver State Charter Schools does not discriminate on the basis of sex, color, race, religion, national origin, sexual orientation, gender identity or expression, disability, or age.

*I have read and understand the above paragraph:*       YES       NO

I authorize a designated representative of Silver State Charter Schools to request any information in writing or orally from my previous employers and professional references. I agree that all such information provided will remain confidential and unavailable for my review and I agree to hold Silver State Charter Schools and its employees, as well as my previous employers and professional references, harmless as to any information provided.

*I authorize as outlined in the above paragraph:*       YES       NO

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THANK YOU FOR YOUR INTEREST IN SILVER STATE CHARTER SCHOOLS!**

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For office use only: