



**NORTHEAST ACADEMY FOR AEROSPACE AND ADVANCED TECHNOLOGIES  
APPLICATION FOR EMPLOYMENT**

**Instructions for Applicants:**

To be considered for employment with NEAAAT, you must answer all questions and complete all sections of this application form.

NEAAAT only hires U.S. citizens or aliens who can provide proof of identity and work authorization within 3 working days of employment.

When completing this application, please make sure you:

- Give complete information on your education and work history (“see resume” is not acceptable).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities, and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Provide only the last four digits of your social security number.
- Check for accuracy, sign and date your application.

Thank you for your interest in NEAAAT. NEAAAT seeks to find the most qualified people available to serve its students. Although everyone who applies cannot be hired, your application will be given every consideration.

**Equal Opportunity Statement**

**It is the policy of NEAAAT to provide equal opportunities for employment and compensation for all persons without regard to race, color, sex, age, religion, national origin, political affiliation, marital status or disability, except where specific sex, age, or physical or mental requirements constitute bona fide and essential occupational qualifications.**

Application for Employment				Date of Application	
Last 4 digits of Social Security No.	Last Name		First Name		Middle Name
Address		City		State	Zip
Primary Phone		Secondary/Alternate Phone		Email	

Position Information
<p>Please select the position for which you are applying:</p> <p style="text-align: center;"> <input type="checkbox"/> Bus Driver    <input type="checkbox"/> Substitute Bus Driver    <input type="checkbox"/> Substitute Teacher </p> <p>If you are not available for work now, please provide the earliest date you could begin work:</p>

Education Information				
Schools	Name and Location	Dates Attended (Mo/Yr)	Major/Minor	Type of Degree Received
High School				
College/University				
College/University				
Graduate or Professional				
Other				
Special training programs and seminars you have completed in the last 5 years (if any):				
Do you hold a current NC Professional Educator's License? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If so, in what areas are you currently licensed to teach?				
Please list areas, other than education, in which you have been licensed, certified or registered (provide dates and sources of issuance):				
Do you have a current: <input type="checkbox"/> Driver's License <input type="checkbox"/> Bus Endorsement <input type="checkbox"/> CDL				

## Work History

Employer:		From:		To:			
Address:		City:		State:		Phone:	
Job Title:			Starting Salary:		Ending Salary:		No. Supervised By You:
List Major Duties and Responsibilities:							
Name of Supervisor:		Reason for Leaving:			May We Contact Employer?		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:							
Address:		City:		State:		Phone:	
Job Title:			Starting Salary:		Ending Salary:		No. Supervised By You:
List Major Duties and Responsibilities:							
Name of Supervisor:		Reason for Leaving:			May We Contact Employer?		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer:							
Address:		City:		State:		Phone:	
Job Title:			Starting Salary:		Ending Salary:		No. Supervised By You:
List Major Duties and Responsibilities:							
Name of Supervisor:		Reason for Leaving:			May We Contact Employer?		
					<input type="checkbox"/> Yes <input type="checkbox"/> No		

### Additional Information

Have you ever been convicted of or plead no contest to a crime, either misdemeanor or felony, other than a minor traffic offenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have criminal charges or proceedings pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been suspended, dismissed, non-renewed, fired or discharged from a position of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had a teaching license suspended or revoked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been asked to resign from a position of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To your knowledge, has an investigation into improper or illicit actions by you been conducted (or was such an investigation pending) at the time of your resignation from prior employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a citizen of the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, do you possess a current alien registration card or Visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*If you answered "yes" to any of the questions in this section, please provide an explanation on an attached sheet of paper.*

### References

Please provide a minimum of three references, such as principals and supervisors, who have firsthand knowledge of your professional preparation and competence. Please include their contact information.

- 1.
- 2.
- 3.

### Criminal Background Information/ Application Verification

The Northeast Academy for Aerospace and Advanced Technologies (NEAAAT) requires a criminal background check of all applicants prior to employment. I understand and agree that, if offered employment by NEAAAT, I consent to a criminal background check. I also understand and agree that my failure to comply with, complete, or meet such requirements will result in the denial of my employment, the withdrawal of my conditional offer of employment, or discharge as applicable.

I have read this information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I authorize NEAAAT to make an investigation and inquiries of my prior employment history, my qualifications and abilities, my statements in this application, my criminal history/records and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I release NEAAAT from any and all potential liability arising from such an investigation and inquiries of the above information and/or the completion of the above criminal background check (including fingerprinting) requirements.

I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, suspension or discharge, as applicable.

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

\_\_\_\_\_  
Date