



Employment Application

2517 Mt. Carmel Waco, TX 76710 | (254) 772-8111 | www.vanguard.org

Vanguard is an Equal Opportunity Employer

Position Desired: _____ Date of Application: _____ Available Start Date: _____
 (Ex: Teacher, Office, Substitute, Coach)

APPLICANT INFORMATION		
Name	Last, First, Middle:	
Address	Street & Apt. #:	City, State, Zip:
Phone	Cell: _____ Home: _____	DOB: _____
Contact	Email: _____	
Emergency Contact	Name, Phone, Relationship To Applicant:	

EMPLOYMENT RECORD - LIST PRESENT OR MOST RECENT		
EMPLOYER	Company:	Start Date: _____ End Date: _____
May we contact this employer? <i>Y/N</i>	Position:	Supervisor Name: _____
Address	Street:	City, State, Zip: _____
Employer Phone	_____	
Salary	Starting: _____	Ending: _____
# Hours Per Week	Full-time: _____	Part-time: _____
Describe Duties/Responsibilities	_____	
Reason for Leaving	_____	
EMPLOYER	Company:	Start Date: _____ End Date: _____
May we contact this employer? <i>Y/N</i>	Position:	Supervisor Name: _____
Address	Street:	City, State, Zip: _____
Employer Phone	_____	
Salary	Starting: _____	Ending: _____
# Hours Per Week	Full-time: _____	Part-time: _____
Describe Duties/Responsibilities	_____	
Reason for Leaving	_____	

EDUCATION AND TRAINING							
	Name of School and Location	Start Date	End Date	Did you Graduate	Degree	Semester Units	Major
Post Secondary				<i>Y/N</i>			
Post Secondary				<i>Y/N</i>			



Employment Application

REFERENCES (List two professional and one personal reference with knowledge of your work experience and/or education.)		
Name & Position	Email	Phone

BACKGROUND QUESTIONS		
	Yes	No
Are you legally authorized to work in the U.S.?		
Other than minor traffic violations, have you been convicted of a misdemeanor or felony? <i>If yes to the above question, please explain:</i>		
Please list any previous states you have lived in for the last 5 years.		

VANGUARD QUESTIONS		
	Yes	No
Are you a previous applicant? <i>If yes, please list date of application submission.</i>		
Are you a previous employee? <i>If yes, please list dates of employment and position.</i>		
Do you have any relative(s) currently working at Vanguard? <i>If yes, please list relative(s).</i>		
How did you hear about Vanguard?		
Are you subject to restrictions imposed by a previous employer? <i>If yes, please provide information.</i>		

I authorize a thorough investigation of my prior employment, educational background, and criminal record. I understand that employment is conditional based on investigation and drug testing results.

I certify that statements made on the application, on a resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the fact. I understand that false, misleading or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand that completion of this application does not promise employment; however, if I am offered employment and accept, I will provide documentation of professional credentials and this employment application form becomes part of the terms and conditions of employment.

APPLICANT'S SIGNATURE _____ **DATE** _____

To apply for a Vanguard School position, complete and submit this VCPS application (www.vanguard.org), resume, letter of interest for the position (can be emailed message), and letter of reference to Flip Alexander, Assistant Head of School – Internal Operations (flip_alexander@vanguard.org).