



**UNIVERSAL ACADEMY APPLICATION  
FOR EMPLOYMENT  
PARAPROFESSIONAL PERSONNEL**

Universal Academy(UA) is an equal employment opportunity and does not discriminate against applicants or employees because of race, color, national origin, sex, age, religion, or disability status of otherwise qualified individuals. Universal Academy does not discriminate on the basis of membership or application for membership in the uniformed services.

**Social Security No.** \_\_\_\_\_ **Date of Application** \_\_\_\_\_ **Date Available** \_\_\_\_\_

**Are you lawfully authorized to work in the United States?** Yes \_\_\_\_\_ No \_\_\_\_\_ U.S. Citizen Yes \_\_\_\_\_ No \_\_\_\_\_  
If employed, you will be required to provide proof of your legal eligibility to work.

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last First Middle

Present Address:

Street \_\_\_\_\_ Home Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Business Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Are you a former UA employee? \_\_\_\_\_ Resignation Date \_\_\_\_\_

If yes, list the location(s) of employment, position(s) held, supervisor(s), and reason for separation:

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT DESIRED**

<b>POSITION</b>		<b>OFFICE TYPE</b>		<b>TYPE OF WORK</b>			
<input type="checkbox"/>	Aide	<input type="checkbox"/>	Clerk Bilingual	<input type="checkbox"/>	Any Office	<input type="checkbox"/>	Any Available
<input type="checkbox"/>	Aide Bilingual	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Irving Office	<input type="checkbox"/>	Full Time
<input type="checkbox"/>	Aide Deaf Education	<input type="checkbox"/>	Secretary Bilingual	<input type="checkbox"/>	Coppell Office	<input type="checkbox"/>	Part Time
<input type="checkbox"/>	Aide Special Education	<input type="checkbox"/>	Technical Assistant	<input type="checkbox"/>		<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Clerk	<input type="checkbox"/>	Tutor	<input type="checkbox"/>		<input type="checkbox"/>	

**SPECIAL AREAS OF EXPERIENCE/INTEREST**

- Accounting
- Bilingual/ESL
- Cafeteria Monitor
- Experience with disabled students
- Special Education
- Sign Language
- Materials Center
- Library
- Other: \_\_\_\_\_
- Elementary Level
- Secondary Level

**OFFICE/COMPUTER SKILLS**

- Database
- Data Entry
- Spreadsheet
- Software (list below)  
\_\_\_\_\_
- Other (explain below)  
\_\_\_\_\_  
\_\_\_\_\_

**CAMPUS DESIRED**(Please check one)

UA- Irving \_\_\_101

UA – Coppell 102

**LANGUAGES SPOKEN OTHER THAN ENGLISH**

**ADDITIONAL JOB SKILLS**

List any special skills, certification, or licensure that will assist you in performing the job for which you are applying:

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Are you able to perform the functions of the job for which you are applying as described or demonstrated to you or as listed on the job description if one has been provided to you with or without any accommodation? Yes  No

*If you are selected for employment, any job offer will be conditional based upon satisfactory completion of required background checks.*

**EDUCATION**

Type	Name / Location of School	# of Years Attended	Did you graduate?	Areas of Study/Degree Received
High School				
College				
Trade/Business School				

**EMPLOYMENT HISTORY**

Please list below all previous employment, starting with the current or most recent employment first. (This section must be fully completed, even if you are submitting a resume.)

Date Month/Year	Employer's Name, Address, Telephone Number with Area Code	Supervisor's Name	Position/Brief Description of Work	Salary/Rate of Pay	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

**REFERENCES**

Applicants must furnish at least four references. Applicants with teaching and/or school-related experience should include superintendents, principals and teacher as references. Please do not list relatives. Give full names, including Mr., Mrs., or Dr., and information about how to contact the individual.

Full Name of Reference	Position / Place of Employment	Address: Street, City, State, Zip	Telephone including area code

*Universal Academy interprets the Open Records Law to read as follows: (1) an employee will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee's personnel file. Place an asterisk beside any reference not to be contacted at the present time and indicate the time that a contact may be made.*

**MISCELLANEOUS**

List relatives who are either employed by Universal Academy or members of the Universal Academy School Board and include the family relationship:

Have you ever been convicted of a crime or received deferred adjudication, probation or other deferred ruling for any crime (excluding minor traffic violations)? Yes  No

If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fine, probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. LTTS Charter School Inc. dba Universal Academy conducts a criminal history check on all applicants for hire. Failure to fully disclose your criminal history, if any, will preclude further consideration of your application for employment. *(Attach additional page if necessary)*

**Applicant Statement**

I certify that the information contained in this application is true and complete. I understand that any misstatement, omission, falsification, or misrepresentation of fact in this application may disqualify me from consideration for employment or, if I am hired, may result in disciplinary action up to and including discharge from employment.

I authorize the LTTS Charter School Inc. dba Universal Academy in order to evaluate me for employment purposes, to contact any or all of my previous employers, references, and educational institutions, and otherwise to investigate fully my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills, and/or abilities, including contacting a credit bureau, credit agency, or other consumer reporting agency of its choice. I understand that LTTS Charter School Inc. dba Universal Academy may conduct a criminal background check in connection with its consideration of me for employment. I also understand that certain reports that LTTS Charter School Inc. dba Universal Academy receives as a result of its investigation may be "consumer reports" or "investigative consumer reports" and that I may be entitled under federal law to make a written request to receive disclosure of the nature and scope of certain aspects of LTTS Charter School Inc. dba Universal Academy's investigation. I understand that the results of any such investigation may be disclosed to LTTS Charter School Inc. dba Universal Academy personnel involved in the employment decision, and I consent to such disclosure.

In connection with and in consideration of the undertaking of LTTS Charter School Inc. dba Universal Academy to review this application for employment and to consider me for hire, I hereby release and acquit LTTS Charter School Inc. dba Universal Academy and its employees and agents from any and all liability for damage of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with that authorization.

I further acknowledge and agree that this employment application is not a contract or a legal guarantee of permanent employment. If hired by LTTS Charter School Inc. dba Universal Academy, I understand that any such employment is at will, is not for any specific term, and may and can be terminated at anytime, with or without advance notice, and with or without cause, at the option of LTTS Charter School Inc. dba Universal Academy or myself. No officer, manager, employee, or representative of LTTS Charter School Inc. dba Universal Academy, other than the Superintendent or the School Board, has the authority to enter into any agreement for employment for a specified period of time, or to make any statement contrary to the provision outlined above.

If hired, I agree to comply with all rules, regulation, and operating procedures established by LTTS Charter School Inc. dba Universal Academy.

I have read in full and understand the above statements and conditions of employment.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

*This application will remain under consideration for 12 months from the date of submission. At the conclusion of that period, if you still wish to be considered for employment, you should reapply by completing a new application for employment*