



Dear Applicant:

Thank you for your interest in a position at Sage International School of Boise. To aid in the application process please be advised that to be considered for a position (if currently open) your file must be complete.

A completed file will include the following:

- Cover letter
- Resume
- Completed application form
- Copy of Idaho Certification or evidence of eligibility for certification
- Copies of transcripts
- Three current letters of recommendation

Once your application is complete, the following process will be followed:

- Applications are screened by the school director and / or hiring committee.
- Interviews are arranged and conducted by the school director and /or interview team.
- The director will make a recommendation to the Sage School Board.
- The Sage School Board will make an offer to the selected applicant.

Thank you again for your interest in Sage International School of Boise, a public charter School. If you need additional information, please feel free to contact our charter administrator& school director, Don Keller, at 208.343.SAGE (7243) or e-mail him at mr.keller@sageinternationalschool.org.

Sincerely,

Keith Donahue

Sage International School, Board Chair



SAGE INTERNATIONAL SCHOOL OF BOISE

EMPLOYMENT APPLICATION

SAGE
INTERNATIONAL SCHOOL
OF BOISE

Personal Info

Applicant's Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Home phone: _____ Cell phone: _____ E-mail: _____

Type of position desired: _____

Do you hold a valid Idaho Certificate for the position for which you are applying? Yes No

Employment History

Dates of Employment	Position	Employee	Address/Phone	Supervisor

Education

College or University	Location	Dates of Attendance	Degree/Dates Given

Training Earned Since Last Degree

Name of Institute	Location	Attendance	Subject Area/Sem. Hrs. Earned

In the space provided please list and/or explain any honors, memberships/organizations, special skills, attributes, or other qualifications that you feel will contribute to you being a successful employee at Sage International School of Boise.

References

List at least three professional references capable of assessing your ability to perform the work for which you are applying.

Recommendations must be on letterhead, signed and dated.

1. Name: _____ Position: _____ Telephone: _____

Address: _____

(Street) (City) (State) (Zip)

2. Name: _____ Position: _____ Telephone: _____

Address: _____

(Street) (City) (State) (Zip)

3. Name: _____ Position: _____ Telephone: _____

Address: _____

(Street) (City) (State) (Zip)

Legal Information

Have you ever been convicted of any crime? (Traffic infractions, and motor vehicle violations classified as misdemeanors or felonies must be included.) Yes No

If yes, give the date, place, nature of offense, and circumstances on a separate sheet of paper and attached it to your application. Include all guilty pleas, withheld judgments, pleaded no contest, and other convictions:

It is your responsibility to determine the nature of your criminal record. Failure to include any criminal convictions will be considered a deliberate misrepresentation and may result in dismissal. A conviction will not automatically disqualify the applicant or applicants from the job applied for. The seriousness of the crime and the date of the conviction will be considered.

Please Read This Section Carefully

I hereby authorize Sage International School of Boise to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

I understand that Sage International School of Boise does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

State of Idaho Law requires new employees be fingerprinted. Sage International School of Boise requires new employees complete the necessary paperwork and fingerprinting within 5 days of their hire date. Additionally, Sage School conducts a state criminal background check of all new employees. Employees are required to pay the \$40.00 processing fee for the FBI records. Offers of employment are contingent on the results of these checks.

In the event I am employed by Sage International School of Boise, I agree to abide by all its applicable policies and procedures.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

Date: _____ Signature of Applicant _____

Application can either be mailed to 457 E. Parkcenter Blvd, Boise, ID 83706 or attached to an e-mail at info@sageinterantionalschool.org.