

Al-Ikhlās Training Academy

Employment Application

(Al-Ikhlās requires that all employees be fingerprinted.)

NON-DISCRIMINATION POLICY: Al-Ikhlās Training Academy does not discriminate on the basis of race, religion, national or ethnic origin, age, gender, marital status or disability. All qualified applicants will be considered for available job openings, and final decisions will be based on job related factors.

APPLICANT INFORMATION (please print or type):

Name: (legal) _____
Last name First name Middle
(aka) _____

Address _____
Street City State Zip

Home Phone () _____ Business Phone () _____ Cell Phone () _____

Social Security Number: _____ - _____ - _____ Are you 18 years or older? Yes ___ No ___

Ethnicity _____ Religion _____ Languages Spoken _____

Are you legally eligible to work in the U.S.? Yes ___ No ___ (If hired, you will be asked to produce documentation of your right to work in the U.S..)

Have you ever been convicted of a felony or misdemeanor, including minor traffic offenses that would be considered minor misdemeanors? Yes ___ No ___ (Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature, date, circumstances, and relevance of the offense for the position to which you are applying will be taken into consideration. **False or incomplete information will be grounds for termination. Your employment is contingent upon satisfactory completion of a background check that is required of all employees.**)

If yes, please state the nature of the crime(s), when and where convicted, and disposition of the case(s): _____

POSITION FOR WHICH YOU ARE APPLYING:

Position title _____

Full-Time _____ Part-Time _____ Date you can start _____

Are you employed now? Yes ___ No ___ If yes, may we contact your present employer? Yes ___ No ___

EDUCATIONAL BACKGROUND:

High School/Colleges/Universities: (Include city and state)	Degree or Certificate Earned	Major and Minor	Date Completed

WORK HISTORY:

Company/School Name Address Phone

Dates Employed Full Time? Position/Title

Reason for Leaving

Company/School Name Address Phone

Dates Employed Full Time? Position/Title

Reason for Leaving

Company/School Name Address Phone

Dates Employed Full Time? Position/Title

Reason for Leaving

RELATED SKILLS AND EXPERIENCE:

Teachers: Interdisciplinary teaching, or experience teaching in integrated programs. **For All:** Special skills, training and experience:

Sports coached: _____

Activities sponsored: _____

Computer literacy (*list equipment and software that you are experienced in using*): _____

Community service: _____

Currently certified in First Aid? Yes____ No____ Currently certified in CPR? Yes____ No____

Other experience and skills _____

Americans with Disabilities Act: Can you perform the essential duties for the position for which you have applied, with or without reasonable accommodations? If some accommodations needed, please explain. **Use space below.**

REFERENCES: (especially managers and supervisors who have firsthand knowledge of your character, intellectual ability, teaching skills, and kinds of experience listed above)

Name _____ Position _____

School/Company _____

Address _____

Work phone () _____ Home phone () _____ Email _____

Name _____ Position _____

School/Company _____

Address _____

Work phone () _____ Home phone () _____ Email _____

Name _____ Position _____

School/Company _____

Address _____

Work phone () _____ Home phone () _____ Email _____

I hereby certify that the information provided on this application is truthful and accurate and that it fairly represents my work history. I understand that omissions or falsehoods on this application may prevent my application from being reviewed. I authorize Al-Ikhlās Training Academy to obtain information about my criminal records, if any, from the Michigan State Police or other law enforcement agency. I also authorize the school to obtain information from my prior employers and schools, to investigate information provided in my application, and to contact others listed or not listed on my employment application about my work history, education, qualification, or fitness for employment. I release the school and all persons providing information from any liability for obtaining and offering that information, regardless of outcomes.

Signature _____ Date _____

Email address: _____

If mailing, please send the completed application, together with attachments, to:

Al-Ikhlās Training Academy
12555 McDougall St.
Detroit, Michigan 48212
Attn: Administrative Assistant

Email to: hadiyah@alikhlastrainingacademy.com