



Employment Application

Please include as attachments:

- Extra pages needed for explanations.
- Any additional information that you think will be helpful in our consideration of your qualifications.
- Resume
- A letter expressing your educational philosophy and how it aligns with LPA's mission, vision, and philosophy Academic Administrative Positions, Teachers)

Section 1- Personal Information

Name _____

SSN# _____ - _____ - _____

Street Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Email Address _____

Are there any other names under which your employment or educational records, references, and other information in the application may be verified? ☐ Yes ☐ No

If so, please list: _____

If hired, can you furnish proof that you are either a US Citizen or otherwise legally permitted to work in the United States? ☐ Yes ☐ No

Lower Elementary KGT - 4th
1375 W. Center Street
North Salt Lake City, UT 84054
Phone: 801-936-0555



Upper Elementary & Jr. High 5-9
2214 South 1250 West
Woods Cross, UT 84087
Phone: 801-294-2801



Section 2- Position Desired

Please specify desired position _____

Date available _____

Applying for: Full-time Part-time Temporary Internship

If not full-time, please list available days and times

Section 3- Licensure

Do you have a valid teaching certificate for Utah? ☐ Yes ☐ No

List other state(s) if applicable _____

Endorsements: _____

Cactus #: _____

If none, have you applied for Utah Licensure: ☐ Yes ☐ No Application Date _____

Type applied for _____ Endorsements _____

List all other Licenses and/or Certificates: _____

Do you hold a valid administrator certificate for Utah? ☐ Yes ☐ No

List other state(s) if applicable _____

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Section 4- Employment History

Present or most recent position:

Employer: _____

Full address: _____

Phone: () _____

Dates employed: From (Mo/Yr)- _____ To (Mo/Yr)- _____

Grades/Subjects taught: _____

Your position and responsibilities: _____

Reason for leaving (please be specific):





Previous Position

Employer: _____

Full address: _____

Phone: () _____

Dates employed: From (Mo/Yr)- _____ To (Mo/Yr)- _____

Grades/Subjects taught: _____

Your position and responsibilities: _____

Reason for leaving (please be specific): _____

Volunteer/Public Service Experience:

- If additional space is needed, please photocopy this page or attach a separate sheet.





Section 5- Education

List all degrees obtained from colleges and training institutions with the most recent degree first.

Name of Institution _____

Dates attended _____

Degrees/Graduation Dates _____

Major(s) _____

Minor(s) _____

Additional coursework, credentials, and certifications:

Name of Institution _____

Dates attended _____

Degrees/Graduation Dates _____

Major(s) _____

Minor(s) _____

Additional coursework, credentials, and certifications:





Section 6- References

Include only those who have knowledge of your professional experience; (e.g. superintendents, principals, supervisors, and cooperating teachers).

Name: _____ Years known: _____

Relationship to you: _____

Phone: _____

Email: _____

Name: _____ Years known: _____

Relationship to you: _____

Phone: _____

Email: _____

Section 7- Security Information

The following questions are to assist in determining a prospective employee's fitness as an applicant. A negative answer does not automatically disqualify an applicant. Each applicant will be reviewed individually.

- Have you ever had any disciplinary action taken against your licensing status? (e.g. admonition, letter of warning or reprimand, suspension or revocation- temporary or permanent) ☐ Yes ☐ No
- Are you currently under investigation by any school, school district, licensing or certification agency, child protection agency, or law enforcement agency in any state or foreign country? ☐ Yes ☐ No

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- Have you ever been convicted of:

a. A sex-related crime involving force or minors? ☐ Yes ☐ No

b. A crime involving violence or the threat of violence? ☐ Yes ☐ No

c. A crime involving drugs or alcoholic beverages? ☐ Yes ☐ No

d. Any other conviction? ☐ Yes ☐ No

e. Are there any findings in a public search of your name that would raise questions or concerns about you working with minors? ☐ Yes ☐ No

If you answered yes to any of these questions, please explain:

Are you willing to undergo a background records check, including fingerprinting if you are hired by Legacy Preparatory Academy? ☐ Yes ☐ No

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Section 8- Certifications

I certify that the information given in this application, in any attachments or supporting documents, and in any interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

Pursuant to the Immigration Reform and Control Act, LPA employs only those individuals who are eligible to work in the United States. Accordingly, if I am offered and choose to accept a position with LPA, I understand I will be required to demonstrate my eligibility to work in the United States within three days of my start date. Failure to provide evidence of my eligibility to work in the United States will result in revocation of the employment offer if I have not yet started work or immediate termination, if I have.

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term. I also understand that I may resign or be terminated, with or without cause or notice, at any time and for any reason. I also understand that any handbooks, manuals, policies, and procedures maintained by LPA are not contractual in nature, and may be amended or abolished at the sole discretion of LPA at any time.

Should I become an employee of LPA, I will abide by the terms of LPA's policies and will conduct myself in an ethical and legal manner. I will, in addition, obey all of the laws of the United States and of all localities where LPA does business or seeks to do business.

Print name: _____

Signature of Applicant: _____

Date: _____

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Section 9- Equal Employment Opportunity

It is the policy of Legacy Preparatory Academy to promote equal employment opportunities through a positive continuing program. This means that Legacy Preparatory Academy will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, sex, national origin, age, disabled, veteran status, or any other classification protected by law.

In a good faith effort to fulfill our affirmative action plan, the following information is requested from all applicants. The information provided will be used solely for research and statistical purposes as required by law for equal opportunity reporting and will in no way affect any employment decision. It will be held confidential and will be kept separate from the application for employment. Refusal to provide it will not subject you to any discrimination. If an applicant becomes an employee, this attachment will be placed in the employee's confidential file. Your voluntary cooperation is appreciated.

Applicant Identification

Name: _____ Date: _____

Print Last, First, Middle

Position sought: _____

Vietnam Vet: ☐ Yes ☐ No

Disabled Vet: ☐ Yes ☐ No

Gender: ☐ Male ☐ Female

Race: ☐ Caucasian ☐ Black (not of Hispanic origin) ☐ Hispanic
☐ Asian or Pacific Islander ☐ American Indian

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