



## DEPARTMENT OF HUMAN RESOURCES

3306 Overton Crossing St + Memphis, TN 38127 + [www.mbacharterschools.org](http://www.mbacharterschools.org)  
901-357-2708 (phone) • 901-357-2442 (fax)

### APPLICATION FOR EMPLOYMENT

To apply for a position at Memphis Business Academy, each applicant is asked to complete and submit the following:

- ❖ Application for Employment Package
  - Employment Application
  - MBA Consent, Authorization Release Form
  - Voluntary Applicant Information Form
- ❖ Resume and/or Curriculum Vitae
- ❖ 3 Letters of Professional Recommendation
- ❖ Official Academic Transcript(s) are required for Teachers, Teacher Assistants, Professional and Executive Management positions. Official Academic Transcripts are also required for staff positions that require an academic degree.

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Mail complete application packet to:

**Memphis Business Academy  
Human Resources Department  
3306 Overton Crossing St  
Memphis, TN 38127**

1. Please type or print your application in blue or black ink.
2. Complete all sections thoroughly, sign and date your application
3. Incomplete applications will not be considered.
4. Our office hours are 8:00 AM – 5:00 PM Monday through Friday.
5. All positions remain open for a minimum of 7 calendar days.
6. If it is determined that your application meets the minimum qualifications for the position of interest, your application materials will be forwarded to the hiring committee for additional screening and possible interviewing. If you are to be interviewed, the hiring committee will contact you directly.
7. All application materials will be considered the property of Memphis Business Academy and will not be returned.
8. Applications will remain active for one (1) year.

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**NOTE:** Upon receipt of a complete application for employment packet, the hiring committee will begin the review process.

*It is the policy of Memphis Business Academy to fill all job vacancies with the best qualified person available.*

*Applicants are considered for all positions and are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability.*

*Memphis Business Academy is an Equal Opportunity Employer.*

# Memphis Business Academy

## VOLUNTARY APPLICANT INFORMATION FORM

*Completion of the Voluntary Applicant Information Form is voluntary and will aid us in complying with federal regulations. The information received will not be used to influence hiring decisions.*

The information being requested below will help MBA comply with government record keeping, reporting and other legal requirements.

Providing the requested information is voluntary and will not affect your opportunity for employment or terms or conditions of employment. Refusal to provide this information will not have any bearing on your application, influence any hiring decisions or subject you to any adverse treatment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources Department.

Social Security Number: \_\_\_\_\_ Application Date: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

**Gender** (check one option):  Male  Female

**Race / Ethnicity** (Please check one of the descriptions below corresponding to the ethnic group with which you identify)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Hispanic or Latino</b> – Any person of Cuban, Mexican, Puerto Rican, south or Central American, or other Spanish culture or origin regardless of race.                    | <input type="checkbox"/> <b>Asian (Not Hispanic or Latino)</b> – Any person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands. |
| <input type="checkbox"/> <b>White (Not Hispanic or Latino)</b> – Any person having origins in any of the original peoples of Europe, the Middle East or North Africa.                                 | <input type="checkbox"/> <b>American Indian or Alaska Native (Not Hispanic or Latino)</b> – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.                          |
| <input type="checkbox"/> <b>Black or African American (Not Hispanic or Latino)</b> – Any person having origins in any of the black racial groups of Africa.   | <input type="checkbox"/> <b>Two or More Races (Not Hispanic or Latino)</b> – All persons who identify with more than one of the above five races.   |
| <input type="checkbox"/> <b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)</b> – Any person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands. |   |

# Memphis Business Academy

## CONSENT, AUTHORIZATION, RELEASE AND HOLD HARMLESS

I, \_\_\_\_\_ desiring to obtain employment with Memphis Business Academy (MBA), do hereby consent to and authorize MBA and/or any representative of the University, to obtain, verify and exchange information on any reports concerning me as maintained by, but not limited to the following: criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions; State Department of Motor Vehicle/Driver's License Records (when job duties require operation of state vehicles on a regular basis) military national personnel record center, educational institution, any individual, company, firm, corporation, present and/or employers of public agencies.

I understand the MBA may consider any information obtained in their sole discretion, as a factor in decisions made, with respect to the employment for which I am applying.

Furthermore, I hereby release and hold harmless agents and affiliates of MBA and/or any representative or the school system but not limited to the following: The board of directors, officers, directors and employees of any of the above mentioned organizations that shall provide information to Memphis Business Academy and/or representatives from the school system, upon request from and against all claims, suit or expenses from or related to the content validity and handling of said reports.

I agree that a photocopy or telephonic facsimile of this authorization shall be as valid as the original.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## RECORD OF EMPLOYMENT

MBA confirms dates of employment, positions held and reasons for leaving with prior employers. Explain any gaps in employment and other information relevant to eligibility, qualifications, and suitability with prior employers in the Additional Information Section. Begin with most recent / present employment.

<b>1</b>	Employer's Name: _____	Dates of Employment (mo. /yr.) From: _____ To: _____
	Address: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Type of Business: _____	Your Job Title: _____
	Starting Pay: \$ _____ Per _____	Final Salary: : \$ _____ Per _____
	Supervisor's name and position: _____	Phone No.: _____
	Brief description of your work and responsibilities (attach additional sheet if necessary):  Reason for leaving? _____	
<b>2</b>	Employer's Name: _____	Dates of Employment (mo. /yr.) From: _____ To: _____
	Address: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Type of Business: _____	Your Job Title: _____
	Starting Pay: \$ _____ Per _____	Final Salary: : \$ _____ Per _____
	Supervisor's name and position: _____	Phone No.: _____
	Brief description of your work and responsibilities (attach additional sheet if necessary):  Reason for leaving? _____	
<b>3</b>	Employer's Name: _____	Dates of Employment (mo. /yr.) From: _____ To: _____
	Address: _____	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time _____% <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
	Type of Business: _____	Your Job Title: _____
	Starting Pay: \$ _____ Per _____	Final Salary: : \$ _____ Per _____
	Supervisor's name and position: _____	Phone No.: _____
	Brief description of your work and responsibilities (attach additional sheet if necessary):  Reason for leaving? _____	

## ADDITIONAL INFORMATION

How did you hear about this position? \_\_\_\_\_

Do you have any relatives who presently work for MBA?  YES  NO

If yes, provide name, relationship, and school.

List special skills relevant to the position and years of experience (i.e., management or supervisory experience).

List computer-related skills and years of experience. Specify software and hardware experience.

List other equipment and/or office machine operation and years of experience as it pertains to this position.

Shorthand WPM \_\_\_\_\_

Word Processing WPM \_\_\_\_\_

Are you applying for a job that requires a Drivers License?  YES  NO If yes please complete: the following:

License Number \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of anything other than minor traffic violations?  YES  NO If yes please explain.

**Note:** A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstance and seriousness. Please give any information which may more fully describe your qualifications, skills, experience, education, background and interests.

## CONDITIONS OF EMPLOYMENT

In submitting this application, I understand that false statements will disqualify me for employment or cause my subsequent dismissal. I also understand that, if accepted for employment, I shall be required to provide proof of identity and eligibility to work in the United States (in compliance with the Immigration Reform & Control Act of 1986). In connection with this application, I authorize all corporations, companies, credit agencies, education institutions, persons, law enforcement agencies, military services, and former employers to release information that they may have about me to Memphis Business Academy (MBA) or its agents and release them from any liability for doing so. However, I specifically waive any right I have to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. I further understand and agree that, if employed by the school, I will have no expectation of privacy in desks, files, locker, vehicles, or any other property owned by the school. If I accept employment as a non-exempt employee, I agree to work overtime when requested to do so and I understand that employment is probationary for a period of six months, and that successful completion of probation does not guarantee permanent employment. Notice: If you are interviewed or selected as a finalist for a position with MBA, your application and resume are considered "public records".

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_