



**NORTHWEST CHINESE ACADEMY**

**西北中文书院**

## **Application for Employment with the Northwest Chinese Academy**

This form must be filled out completely in order to be considered for any position. All information will be treated confidentially.

**Date** \_\_\_\_\_ **Position of Interest** \_\_\_\_\_

**Name** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Phone # (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Address: Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

### **Non Discrimination Policy**

The Northwest Chinese Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

### **Mission/Vision Statement**

The Northwest Chinese Academy provides an outstanding educational foundation in the true immersion of Mandarin language, fostering the total development and highest potential in the individual child.

#### **The goals of NWCA are:**

- To immerse children in Chinese language and culture as well as providing bi-lingual and bi-literate education so they are comfortable as responsible global citizens.
- To provide a school environment that supports co-operation, creativity, resourcefulness and the love of learning.
- To develop children who are creative, critical thinkers and self-confident in whom they are.
- To encourage mutual respect, honesty, and multi-cultural understanding.

#### **Taking Immersion Education to the Next Level of Excellence**

Comprehensive Mandarin Immersion Program – Early Education through 5<sup>th</sup> Grade  
PO Box 1711, Beaverton, OR 97075 - 503 954 6277 – [www.nwchineseacademy.org](http://www.nwchineseacademy.org)

**Education:**

Graduate School

Name of School \_\_\_\_\_ Phone # \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Degree Received \_\_\_\_\_ Major \_\_\_\_\_ Years Attended \_\_\_\_\_

Name of School \_\_\_\_\_ Phone # \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Degree Received \_\_\_\_\_ Major \_\_\_\_\_ Years Attended \_\_\_\_\_

College

Name of School \_\_\_\_\_ Phone # \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Degree Received \_\_\_\_\_ Major \_\_\_\_\_ Years Attended \_\_\_\_\_

High School

Name of School \_\_\_\_\_ Phone # \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Date Graduated \_\_\_\_\_

If did not graduate, state reason \_\_\_\_\_

## **Employment History**

**Institution Name** \_\_\_\_\_ **Institution Phone #** \_\_\_\_\_

**Address: Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_ **Zip** \_\_\_\_\_

**Direct Supervisor's Name** \_\_\_\_\_ **Direct Supervisor's Ph. #** \_\_\_\_\_

**Direct Supervisor's Email Address** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Part Time/Full Time** \_\_\_\_\_

**Job Description** \_\_\_\_\_

**Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**Institution Name** \_\_\_\_\_ **Institution Phone #** \_\_\_\_\_

**Address: Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_ **Zip** \_\_\_\_\_

**Direct Supervisor's Name** \_\_\_\_\_ **Direct Supervisor's Ph. #** \_\_\_\_\_

**Direct Supervisor's Email Address** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Part Time/Full Time** \_\_\_\_\_

**Job Description** \_\_\_\_\_

**Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

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**Institution Name** \_\_\_\_\_ **Institution Phone #** \_\_\_\_\_

**Address: Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_ **Zip** \_\_\_\_\_

**Direct Supervisor's Name** \_\_\_\_\_ **Direct Supervisor's Ph. #** \_\_\_\_\_

**Direct Supervisor's Email Address** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Part Time/Full Time** \_\_\_\_\_

**Job Description** \_\_\_\_\_

**Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

Please use an additional sheet to list other relevant positions held.

Let us know if you do not wish us to contact past employers. If yes, list those **not** to be contacted and state reason.

**Do not Contact List** - Employer Name \_\_\_\_\_

Reason \_\_\_\_\_

Employer Name \_\_\_\_\_

Reason \_\_\_\_\_

## **References:**

Please list three references who are not related to you. We will be contacting them for further information.

### ***Reference #1***

Name \_\_\_\_\_ Institution/Company \_\_\_\_\_ Title \_\_\_\_\_

How does this person know you? \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

### ***Reference #2***

Name \_\_\_\_\_ Institution/Company \_\_\_\_\_ Title \_\_\_\_\_

How does this person know you? \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

### ***Reference #3***

Name \_\_\_\_\_ Institution/Company \_\_\_\_\_ Title \_\_\_\_\_

How does this person know you? \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

## **Additional Information**

Do you currently holding a teaching certificate from the State of Oregon? \_\_\_\_\_

Do you currently hold a teaching certificate in a country other than the USA? \_\_\_\_\_

If yes, Please indicate country here \_\_\_\_\_

If yes, list date of issue \_\_\_\_\_ Place of issue \_\_\_\_\_

Describe type of certificate \_\_\_\_\_

Do you have valid First Aid certification? \_\_\_\_\_ CPR Certification \_\_\_\_\_

List any and all certifications that you currently hold that may be relevant to the position you are applying \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested or convicted of a felony or a misdemeanor? \_\_\_\_\_

If yes, please provide further details \_\_\_\_\_

\_\_\_\_\_

Are you a US citizen **or** are you authorized to work in the USA? \_\_\_\_\_

Please use an additional sheet to list any other information that may be relevant to your application.

Send completed application along with resume and relevant transcripts and signed “**CERTIFICATION OF INFORMATION AND AUTHORIZATION FOR RELEASE** to,

**Human Resources Department**  
**Northwest Chinese Academy**  
**P.O. Box 1711**  
**Beaverton, Or 97075**

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**CERTIFICATION OF INFORMATION AND AUTHORIZATION FOR RELEASE**

**READ CAREFULLY:** I certify that I have read and understand the provisions of this application, and of any documents which accompany the application. My questions, if any, have been asked and answered to my satisfaction. I hereby authorize the Northwest Chinese Academy to inquire and verify any information contained on this application for employment. and the school shall not be liable for any damages which may result from such inquiry or verification.

I certify that the information furnished in or accompanying this application is true, complete and correct. I understand and agree that any falsification, misrepresentation, distortion or omission with respect to such information, whether pertaining to this application or other aspects of the pre-hiring process, will be sufficient reason for: (1) my not being offered employment; or (2) my dismissal at any time if employed.

Offers of employment are conditional based upon the results of a Criminal Conviction Background Check and proof of authorization to work in the U.S.

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_