

## **APPLICATION FOR EMPLOYMENT**

## **Instructions for Applicants:**

To be considered for employment with Bear Grass Charter School, you must answer <u>all</u> questions and complete <u>all</u> sections of this application form.

Bear Grass Charter School only hires U.S. citizens or aliens who can prove proof of identity and work authorization within 3 working days of employment.

## When completing this application, please make sure you:

- Give complete information on your education and work history ("see resume" is not acceptable).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Provide only the last four digits of your social security number.
- Check for accuracy, sign and date your application.

Thank you for your interest in Bear Grass Charter School. Bear Grass Charter School wants to find the best qualified people available to serve its students. Although everyone who applies cannot be hired, your application will be given every consideration.

## **EQUAL OPPORTUNITY INFORMATION**

It is the policy of Bear Grass Charter School, Inc. to provide equal opportunities for employment and compensation for all persons without regard to race, color, sex, age, religion, national origin, political affiliation, marital status or disability, except where specific sex, age, or physical or mental requirements constitute bona fide and essential occupational qualifications.



APPLICATION FOR EMPLOYMENT  Date of Application									
Personal Information									
	ocial Security No.	Last Name	Last Name First Name			:		Middle Name	
Address (street	number and name)				City County				
State		Zip Code	Phone (Home or wher	e you	bu can be reached) Business/Cell				
Email Address:									
Position Info	rmation								
Type of work int	erested in applying for	or: Ful	II-time Part-ti	me					
Please select the	e position you are app	olying for:							
Principal	Assistant Princ	ipal 🔲 Teach	ning Assistant	Staff P	osition	(all othe	er positions	)	
Teacher (Ple	ase provide grade lev	el(s) and subject(s):							
If you are not available for work now, please provide earliest date you could begin work:									
Education In	formation								
Schools	Name a	and Location	Dates Attended (month/year)	Gra	ad?	S/Q Hrs.	-	nor Course ork	Type of Degree Received
High School				Yes No	_				
College(s) University(s)				Yes No					
College(s) University(s)				Yes No					
Graduate or Professional				Yes No					
Other				Yes No					
Other				Yes No					
Special Training programs and seminars you have completed in the last 5 years (list):									
If the job(s) applied for calls for specific courses, indicate those courses taken and credit received:									
Membership in	professional, honorar	v. or technical socie	eties(list):			DO N		FTE TUIC DI	OCK
Membership in professional, honorary, or technical societies(list):  DO NOT COMPLETE THIS BLOCK  Degrees and Professional Credentials									
					☐ Verified ☐ Will be verified in 90 days				
					Person Responsible:				

Teacher Licensure/Certification (only if applicable)



Do you hold a current North Carolina Professional Teaching License/Certificate? Yes No								
If yes, please complete the information below.								
Areas/Subjects Date Issued Date Expired								
, <u>-</u> ,								
Are you eligible for a North Carolina certificate	e (if you do not have one)?	No						
	. (Il you do not have one):	NO						
If so, what subjects are you eligible to teach:								
Teacher's Testing Requirements (only	if applicable)							
Have you taken the National Teacher's Examin	ation? Yes No							
Date of Exam: Profes	sional Knowledge Score:	Area Score:						
Have you taken the PRAXIS?	☐ No							
Principles of Learning & Teaching Tests Scores	: PRAXIS II Subje	ct Assess Scores:						
Licenses and Certification (non-teach	er related)							
•	ed, certified or registered (provide dates and sou	rces of issuance):						
61 'II								
Skills  Check the following skills, experiences	s etc which you have:							
<del></del>	☐ Driver's License ☐ Sign Language ☐ I							
Number State	Foreign Language (specify)	Medical Transcription	on					
Chauffeur's License	Adding Machine/Calculator	☐ Braille						
Number State	Typing (specify WPM)	☐ Word Processing						
Car for use at work	Shorthand/speedwriting (specify WPM)	Other						
Additional Information								
Have you even been convicted of or plead guil	ty or no contest to a crime, either misdemeanor							
or a felony, other than minor traffic offenses?	ty of no contest to a crime, either misaemeanor	☐ Yes	∐ No					
Do you have criminal charges or proceedings p	☐ Yes	□ No						
Have you ever been suspended, dismissed, no employment?	☐ Yes	☐ No						
Have you ever had a teaching license suspende	Yes	☐ No						
Have you ever been asked to resign from a pos	Yes	☐ No						
To your knowledge, has an investigation into in	☐ Yes	□ No						
(or was such an investigation pending) at the time of your resignation from prior employment?								
Are you a citizen of the United States?	☐ Yes	☐ No						



If not, do you possess a current alien registration card or Visa?					Yes		☐ No		
If you answered yes to any of the questions above please provide an explanation on an attached sheet of paper.									
Work History									
Employer:					From:	om: To:			
Company	Public School		Private S	chool	☐ Fu	-ull-time		Part-time	
Address				City	State	Phone			
				,					
Job Title			Grade Level(s)	(if applicable)		Subj	ect(s) (if a	applicable)	
Starting Salary			Ending Colons			No. Supervised By You			
Starting Salary			Ending Salary			No. Supervised By You			
List Major Duties and R	esponsibilities:		l						
Name of Supervisor Reas			on for Leaving			May We Contact Employer  Yes No			
								_	
Employer:	loyer: Fr				From:			То:	
Company	Public School		Private S			ll-time			
Address				City	State	P	hone		
Job Title	b Title Grade Level(s) (if applicable) S				Subj	Subject(s) (if applicable)			
Starting Salary			Ending Salary			No. Supervised By You			
List Major Duties and R	esponsibilities:		I.			II.			
						May We Contact Francisco			
Name of Supervisor Reas			on for Leaving			May We Contact Employer  Yes No			
Employer:		I			From:			To:	
Company	Public School		Private S	chaol		ll-time		Part-time	
Address	Public School		Private S	City	State		hone		
Address				City	State		none		
Job Title			Grade Level(s)	(if applicable)	•	Subj	ect(s) (if a	applicable)	
Starting Salary	tarting Salary Ending Salary No. Supervised By			d By You					
List Major Duties and Responsibilities:									
Name of Supervisor		Reaso	on for Leaving					e Contact Employer  Yes No	



Employer:						То:		
Company	Public School	☐ Private S	chool	☐ Ful	l-time	Part-time		
Address		•	City	State	Phone			
Job Title	ob Title Grade Level(s) (if applicable)				Subject(s) (if applicable)			
Starting Salary		Ending Salary	ing Salary No. Supervised By You					
List Major Duties and Responsibilities:								
Name of Supervisor	F	Reason for Leaving May We Contact Yes				We Contact Employer  Yes No		
References	1							
Please provide a minimum of three references, such as principals and supervisors, who have firsthand knowledge of your professional preparation and competence. Please include their contact information.  1. 2. 3.								
Criminal Background Information / Application Verification								
Bear Grass Charter School requires a criminal background check (may also include fingerprinting) of all applicants prior to employment. I understand and agree that, if offered employment by Bear Grass Charter School, I consent to a criminal background check. I also understand and agree that any failure to comply with, complete, or meet such requirements by me will result in the denial of my employment, the withdrawal of my conditional offer of employment, or discharge as applicable.  I have read this information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I authorize Bear Grass Charter School to make an investigation and inquiries of my prior employment history, my qualifications and abilities, my statements in this application, my criminal history/records and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I release Bear Grass Charter School from any and all potential liability arising from such investigation and inquiries of the above information and/or the completion of the above criminal background check (including fingerprinting) requirements.  I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it or in my interviews(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, suspension or discharge, as applicable.								
Signature:			Ι	Date:				