

# EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Previous Last Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Application: \_\_\_\_\_ *When completing this application, do not use "refer to resume" or equivalent statement in lieu of completing this application.*

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Person other than your spouse who will always be able to provide us with your current address and/or phone number:

Residence Address: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_  
Area Code Number  
Work: \_\_\_\_\_  
Area Code Number

Telephone: \_\_\_\_\_  
Area Code Number

Email Address: \_\_\_\_\_

Please list the areas in which you are qualified to teach based on training, experience, and preference.

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

## EDUCATIONAL AND PROFESSIONAL TRAINING

Please list in chronological order, all educational institutions attended. Transcripts must be provided for each institution listed. The information on all items should be complete and accurate as it is used as the basis for determining wage / salary.

Name and Location of Institution	From	To	Semester Hours*	Degree/ GPA**	Major	Minor
<i>Undergraduate College Work</i>						
<i>Graduate College Work</i>						

\*One-quarter hour equals two-thirds of a semester hour.

\*\* Provide GPA for degree(s) only.

### FOR OFFICE USE ONLY

- \_\_\_\_\_ Placement File and/or 3 letters of Reference Received  
 \_\_\_\_\_ Human Services Background Screening complete  
 \_\_\_\_\_ Immunizations and physical complete  
 \_\_\_\_\_ Drug screening test results received

### TEACHING EXPERIENCE

School Year During Which Service Was Rendered & Starting & Ending Salary		Name and Address of School City, State, Zip	Age Group Taught / Position Held	Type of Teaching		
				Full Time	Part Time	Substitute
Beginning	Ending					
Principal / Supervisor Name:		Title:		Phone:		
Principal / Supervisor Name:		Title:		Phone:		
Principal / Supervisor Name:		Title:		Phone:		
Principal / Supervisor Name:		Title:		Phone:		
Principal / Supervisor Name:		Title:		Phone:		

### STUDENT TEACHING

DATES		GRADE LEVEL	NAME OF SUPERVISING TEACHER	NAME OF SCHOOL WHERE STUDENT TAUGHT	HOURS EARNED
From / To					
Principal / Supervisor Name:		Title:		Phone:	

### TOTAL YEARS TEACHING EXPERIENCE

ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL	OTHER

## EXPERIENCE OTHER THAN TEACHING (In Chronological Order)

*Note: This section is optional and may be completed if you feel experiences other than teaching may be evaluated with the view of enhancing your teaching capabilities.*

DATES From / To	TYPE OF WORK OR POSITION TYPE	EMPLOYER	SUPERVISOR
		Employer	Name
		Address City, ST, ZIP	Phone
		Employer	Name
		Address City, ST, ZIP	Phone

### TEACHING CERTIFICATION

TYPE OF CERTIFICATE / ENDORSEMENT	STATE IS ISSUE	EXPIRATION DATE

### PROFESSIONAL REFERENCES

List three references, other than relatives, who have knowledge of your work experience and abilities. At least one should be a previous principal, supervisor, or host teacher.

Name / Title	Address / City / Zip	(       ) Phone
Name / Title	Address / City / Zip	(       ) Phone
Name / Title	Address / City / Zip	(       ) Phone

INDICATE TRAINING, BACKGROUND AND EXPERIENCE RELATIVE TO WORKING WITH CHILDREN:

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INDICATE OTHER AREAS OF RESPONSIBILITY THAT YOU WOULD LIKE TO HAVE (ie. Management)

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Have you been convicted of a misdemeanor with the past five years?

YES    NO

If yes, describe in full: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of, or received a suspended imposition of sentence for, a felony / misdemeanor?

YES    NO

If yes, describe in full, and list the city and state in which convicted: \_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of my application or my removal from employment. An inquiry may be made to include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence locations for the past five years, military service and conviction records. **I have never been involuntarily released from any position, nor have I been asked to resign for any reason.** I have not committed any criminal act of child abuse or molestation or any sexual abuse of a minor; any act involving the illegal use or abuse of a controlled substance; any criminal act involving the use or abuse of alcohol; or any other crime of immorality (which means any act involving a crime of moral turpitude under the Laws of the State of Tennessee). If I have been involved in any of the situation listed above, I have attached to this application a description of the events and an explanation why I believe such situation should not adversely affect my application for employment. I authorize my present and previous employers and listed references to release to Cambridge Academy any information they may have regarding my character, background, or my employment record.

\_\_\_\_\_  
Sign your name as you would like it to appear on our records

\_\_\_\_\_  
Date

**CAMBRIDGE ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH** the Americans with Disabilities Act, and with all other state and federal employment laws. Cambridge Academy does not discriminate against any person on the basis of race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.