



Albemarle School

"Inspiring excellence and character in a nurturing environment"



APPLICATION FOR EMPLOYMENT

DATE: _____

NOTE TO APPLICANT: In order to help us process your application and to ensure it receives the attention it deserves, please print clearly in ink if you are going to be mailing your application.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

POSITION DESIRED:

_____ K-3 Teacher* _____ 4-5 Teacher* _____ Teacher Assistant _____ PreSchool Teacher _____

Middle School Teacher – Area of Preference* _____

High School Teacher – Subject Area Preference* _____

Administration – Type of Position _____

Other, please specify _____

**Seeking certified teachers with a minimum of a bachelor's degree*

BACKGROUND INFORMATION

Special areas of coaching, talents, directing, interests, and ability; _____

College activities and/or honors received before or since graduation: _____

When could you begin work? _____

Transcript of college work required. Please check one: _____ Attached _____ Being sent

Certificate (Class): _____

Certification in what areas: _____

Received from state of: _____

EDUCATION

Name and Location of School (High School, College, Graduate Work)	Dates Mon/Yr	Semesters Completed	Semester Hour Credits	Degree or Diploma	Major Subject	Minor Subject

EXPERIENCE

Name and Location (List most recent position first)	Dates Mon/Yr	Number of Months	Nature of work (specify grades and subjects taught and any extra-curricular work handled) if applicable
Total years of experience:			

Have you ever failed to be re-employed to a position? _____ If yes, why? _____

Have you ever been arrested for any reason? _____ Explain _____

REFERENCES

Please include principals and superintendents under whom you taught. Beginning teachers should include the director of their training, campus and school. We wish permission to contact your references listed in the placement file or in a supervisory capacity related to previous employment, in order to complete your application. Yes _____ No _____

If no, why? _____

Name	Complete address (Include zip code, telephone number & email)	Occupation and Title

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

All applicants must request a criminal background check from the Clerk of Court and present it at the time of an interview.

Signature of applicant (unsigned applications will not be processed).

Date