

# AMERICAN HERITAGE ACADEMY

2126 SIXES ROAD CANTON, GEORGIA 30114 770.926.7779 www.AHAcademy.com



## Application for Employment

**Application Instructions:** Please print or type complete responses to each of the items or questions included in this application (pages 1- 8). In addition, include **two letters of recommendation, copies of all college transcripts, teaching certificate(s), and applicable test scores** (NTE, TCT, Praxis) with this completed application and **submit the entire package to American Heritage Academy, 2126 Sixes Rd., Canton, Georgia, 30114.** Note: Unofficial copies of transcripts and test scores are acceptable. Applicants are free to reproduce this application in its entirety using appropriate software. Reproduced applications must be complete and submitted in printed paper format.

American Heritage Academy is an equal opportunity employer who makes employment decisions without regard to race, color, age, sex, religion, national origin, disability, or marital status.

Position(s) Desired: \_\_\_\_\_ Date: \_\_\_\_\_  
(Include Grade or Content Area, Teacher, Administrator, Media Specialist, After School Program Provider, Counselor, Other)

List sports/clubs activities you would be willing to coach/sponsor:  
\_\_\_\_\_

Are you interested in substitute teaching? YES NO  
(circle one)

### Personal Data:

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

Present Address: Street City State Zip

Permanent Address: Street City State Zip

Telephone No. Cellular Phone No. Fax No.

Name, address, and phone number of closest relative:

Name Street City State Zip Phone Number

Phone number of relative noted above: \_\_\_\_\_

Who should be contacted in case of emergency? \_\_\_\_\_

Name Address Telephone No. Relationship

List all languages in which you are proficient: \_\_\_\_\_

Are there any days of the week that you will not work? If yes, please explain. \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

Are you currently employed? YES NO If yes, may we inquire of your current employer? YES NO  
(circle one) (circle one)

Company/School where currently employed: \_\_\_\_\_ Phone number of current employer: \_\_\_\_\_

Are you currently under contract with a school system/district/business? YES NO Contract Expiration date: \_\_\_\_\_  
(circle one)

Are you a citizen of the United States? YES NO If no, please supply documentation of eligibility to work in the United States.  
(circle one)

Have you previously applied for work with American Heritage Academy? If yes, provide dates. \_\_\_\_\_

**Circle YES or NO to answer each of the following questions. Attach an explanation to this application for each YES answer. Provide complete information and include final disposition of investigations.**

Have you every failed to have your contract renewed or have you ever been requested, formally or informally, to resign from or terminate employment? YES NO  
(circle one)

Have you ever had a teaching certificate or credential denied, revoked, or suspended in any state? YES NO  
(circle one)

Have you ever been convicted of a felony? YES NO  
(circle one)

Have you ever been charged, convicted, or pleaded *nolo contendere* to a crime other than minor traffic violations? YES NO  
(circle one)

Have you ever pled guilty to or been convicted of any offense related to the possession or distribution of illegal drugs? YES NO  
(circle one)

Have you ever had any lien(s) or garnishment(s) filed against you? YES NO  
(circle one)

Have you ever been investigated for any act of alleged discrimination? YES NO  
(circle one)

Have you ever been investigated for allegations of sexual harassment? YES NO  
(circle one)

Have you ever been accused and investigated for a crime of child abuse or physical abuse? YES NO  
(circle one)

**Employment History:**

Former Experiences/Employers: List below your last four employment experiences, starting with your most recent employment.

<b>Date (Month/Year)</b>	<b>Name, Address, and Telephone Number of Employer</b>	<b>Position</b>	<b>Salary</b>	<b>Reason for Leaving</b>
From: To:				
From: To:				
From: To:				

**Education:**

	<b>Name and Location of School</b>	<b>Circle Last Year Completed</b>	<b>Did you graduate? (Circle one)</b>	<b>GPA</b>	<b>Subjects Studied and Degrees Received</b>
<b>High School</b>		9, 10, 11, 12	YES NO		
<b>Community/ Junior College*</b>		1, 2	YES NO		
<b>Trade, Business Or Correspondence</b>			YES NO		
<b>College/ University*</b>		1, 2, 3, 4, 5, 6, 7	YES NO		

*\*All college/university transcripts must be included in this application package.*

**Education Certification and Related-Testing Information:**

(To be completed by all applicants interested in classroom teacher, professional support staff, administrator, and/or media specialist positions)

Check all that apply:

\_\_\_\_\_ I have a current and valid Georgia Certificate (*copy enclosed*).

Type \_\_\_\_\_  
(*T-4, L-6, etc.*)

Date of Expiration: \_\_\_\_\_

Fields and endorsements listed on Georgia Certificate:

\_\_\_\_\_

\_\_\_\_\_ I have an expired Georgia Certificate (copy enclosed).

Type \_\_\_\_\_  
(*T-4, L-6, etc.*)

Date of Expiration: \_\_\_\_\_

Fields and endorsements listed on Georgia Certificate:

\_\_\_\_\_

\_\_\_\_\_ I do not have a valid Georgia Certificate, but will or can apply for one by \_\_\_\_\_ in the field(s) of  
(*date*)

\_\_\_\_\_

\_\_\_\_\_ I hold a valid Teaching Certificate in another state (*copy enclosed*).

Fields: \_\_\_\_\_

**Please list the information related to the following tests and examinations:**

Georgia TCT: Date: \_\_\_\_\_ Area: \_\_\_\_\_ Score(s) \_\_\_\_\_

Praxis II: Date: \_\_\_\_\_ Area: \_\_\_\_\_ Score(s) \_\_\_\_\_

National Teachers Examination Date: \_\_\_\_\_ Area: \_\_\_\_\_ Score(s) \_\_\_\_\_

Graduate Record Examination Date: \_\_\_\_\_ Area: \_\_\_\_\_ Score(s) \_\_\_\_\_

Miller Analogy Date: \_\_\_\_\_ Area: \_\_\_\_\_ Score(s) \_\_\_\_\_

Other (Specify) Date: \_\_\_\_\_ Area: \_\_\_\_\_ Score(s) \_\_\_\_\_

**Related Early Childhood and Elementary Subjects or Research Work:**

(To be completed by all applicants)

For example: Seminars, workshops, conferences, training courses, approved in-service training, etc. \_\_\_\_\_

\_\_\_\_\_

**Professional References:**

List four references below.

Name	Address	Organization	Telephone No.	Years Known
1.	<hr/>			
2.	<hr/>			
3.	<hr/>			
4.	<hr/>			

**Physical Limitations:** Answering this question is voluntary.

Do you have any physical condition that may limit your ability to perform this job? If so, what accommodations would enable your performance in this position?

## **Employment Agreement**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts, or incomplete answers in any application document will disqualify me from consideration for employment. I further understand that, if employed any misrepresentations or omissions of facts in any application document will be cause for my dismissal at any time without prior notice.

I authorize investigation of all matters contained in this application. I hereby give American Heritage Academy and its authorized agents permission to contact previous employers, references, and to conduct investigative background inquiries on me including criminal convictions, motor vehicle, and other reports from various Federal, State, and other agencies which maintain records related to the above mentioned items; as well as, claims records on file at insurance companies. I hereby release American Heritage Academy, its agents, and any persons giving or receiving such information for any purpose related to my employment from any liability as a result of such contacts. I understand, that any employment offer is contingent upon successfully completing a pre-employment drug test. I also agree to submit to a drug test at any time during my employment as requested by the principal. I understand that failure to comply with required drug testing is grounds for immediate dismissal without notice. I acknowledge that this application will remain on file for the academic year for which I have applied. If I have not heard from American Heritage Academy during the application effective period, it is my responsibility to complete a new application if I still wish to be considered for employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **American Heritage Academy**

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## **Applicant Questionnaire for Employment Teacher and Paraprofessional Staff**

Please provide written responses for the following questions. Please confine your answers to the space provided and please use no smaller than a 10-point font.

1. What do you consider challenges in meeting the educational needs of High School students?

2. Discuss how appropriate classroom behavior is maintained when students are working with you.

3. Describe three methods or activities that you use to teach students about your subject area.

4. Describe your experiences with educational technology. Discuss areas of proficiency and how these areas assist you in the performance of your professional duties.