

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 _____

Employment History:

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

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

Education:

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