



## HERITAGE ELEMENTARY

Internal Use
Location _____
Position _____
Pay \$ _____
Start date _____

### Employment Application

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
If yes, explain: _____					

#### Position Desired

List in order of preference, the position or positions for which you are applying and are qualified:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you are applying for a teaching position, whether as a regular teacher or substitute teacher, please continue on this page. If you are applying for a general employment position, please move on to Education section.

Grade Level Desired: K 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup>

Please rank by preference  
1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and so on.

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Subject Preference:	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list any extracurricular activities you are qualified to sponsor:

While your application is on file, would you be available for consideration as a substitute teacher? Yes ☐ No ☐

Do you have an Arizona Teaching certificate? Yes ☐ No ☐ If yes, how many years? \_\_\_\_\_

Type: \_\_\_\_\_ Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Approved Areas: \_\_\_\_\_

Do you have a Class 1 or Class 2 fingerprint card? Yes ☐ No ☐ Card Number: \_\_\_\_\_

Years of full-time, contracted teaching experience: \_\_\_\_\_

Last degree carried (circle one) MA BA BS Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Number of graduate hours since last degree: \_\_\_\_\_ GPA: \_\_\_\_\_

Special areas of expertise: \_\_\_\_\_

Has your license ever been suspended and if so, why? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### References

*Please list professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Disclaimer and Signature

*It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from Heritage Elementary if I have been employed.*

*I give Heritage Elementary the right to investigate all references and to secure additional information about me, if job-related. I hereby release Heritage Elementary and its representatives from liability for seeking such information and all other persons, corporations, or organizations for furnishing such information.*

*Heritage Elementary is an Equal Opportunity Employer, hiring without regard to race, creed, religion, sex, color, age, national origin, or physical handicap.*

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

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

It is the policy of Heritage Elementary to maintain applications for a period of two years. If you wish to have your application remain in our active files after this time, please advise us in writing.

Interviewer's Comments:

## Personal Viewpoints

1. What is the single greatest contribution you will make to Heritage Elementary?

FOR TEACHING APPLICANTS ONLY...

2. What are your three most important reasons for wanting to be a teacher?

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

3. What three things do you most want to know about your students in order to be most helpful to them?

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

4. What do you need to know in order to begin your lesson planning for class?

5. What key components do you believe you must include in the implementation of your plan?

6. When you think about your students, in what major ways do you most want to influence them?

7. What two core teaching strategies do you most use to achieve this result?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_