



HERITAGE ELEMENTARY

Internal Use
Location _____
Position _____
Pay \$ _____
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Employee # _____
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 NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Position Desired

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

- _____
- _____
- _____

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 the Education section.

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

Please rank by preference: 1st, 2nd, 3rd and so on.

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

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 Liberty Traditional if I have been employed.

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

Liberty Traditional 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 Liberty Traditional 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 Liberty Traditional?

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) _____