

APPLICATION FOR EMPLOYMENT

Instructions for Applicants:

To be considered for employment with Bear Grass Charter School, you must answer **all** questions and complete **all** sections of this application form.

Bear Grass Charter School only hires U.S. citizens or aliens who can prove proof of identity and work authorization within 3 working days of employment.

When completing this application, please make sure you:

- Give complete information on your education and work history (“see resume” is not acceptable).
- List separately each job held and your duties for each position when you worked for one employer and held more than one position.
- As you describe your work history, make sure you highlight your competencies (knowledge, skills, abilities and work behaviors) which demonstrate your qualifications for the position for which you are applying.
- Provide only the last four digits of your social security number.
- Check for accuracy, sign and date your application.

Thank you for your interest in Bear Grass Charter School. Bear Grass Charter School wants to find the best qualified people available to serve its students. Although everyone who applies cannot be hired, your application will be given every consideration.

EQUAL OPPORTUNITY INFORMATION

It is the policy of Bear Grass Charter School, Inc. to provide equal opportunities for employment and compensation for all persons without regard to race, color, sex, age, religion, national origin, political affiliation, marital status or disability, except where specific sex, age, or physical or mental requirements constitute bona fide and essential occupational qualifications.



APPLICATION FOR EMPLOYMENT					Date of Application	
Personal Information						
Last 4 Digits of Social Security No.		Last Name		First Name		Middle Name
Address (street number and name)				City		County
State		Zip Code	Phone (Home or where you can be reached)		Business/Cell	
Email Address:						
Position Information						
Type of work interested in applying for: ☐ Full-time ☐ Part-time						
Please select the position you are applying for:						
☐ Principal ☐ Assistant Principal ☐ Teaching Assistant ☐ Staff Position (all other positions)						
☐ Teacher (Please provide grade level(s) and subject(s):						
If you are not available for work now, please provide earliest date you could begin work:						
Education Information						
Schools	Name and Location	Dates Attended (month/year)	Grad?	S/Q Hrs.	Major/Minor Course Work	Type of Degree Received
High School			Yes ☐ No ☐			
College(s) University(s)			Yes ☐ No ☐			
College(s) University(s)			Yes ☐ No ☐			
Graduate or Professional			Yes ☐ No ☐			
Other			Yes ☐ No ☐			
Other			Yes ☐ No ☐			
Special Training programs and seminars you have completed in the last 5 years (list):						
If the job(s) applied for calls for specific courses, indicate those courses taken and credit received:						
Membership in professional, honorary, or technical societies(list):				DO NOT COMPLETE THIS BLOCK Degrees and Professional Credentials ☐ Verified ☐ Will be verified in 90 days Person Responsible:		



Teacher Licensure/Certification (only if applicable)

Do you hold a current North Carolina Professional Teaching License/Certificate? ☐ Yes ☐ No

If yes, please complete the information below.

Areas/Subjects	Date Issued	Date Expired

Are you eligible for a North Carolina certificate (if you do not have one)? ☐ Yes ☐ No

If so, what subjects are you eligible to teach:

Teacher's Testing Requirements (only if applicable)

Have you taken the National Teacher's Examination? ☐ Yes ☐ No

Date of Exam: Professional Knowledge Score: Area Score:

Have you taken the PRAXIS? ☐ Yes ☐ No

Principles of Learning & Teaching Tests Scores: PRAXIS II Subject Assess Scores:

Licenses and Certification (non-teacher related)

Please list areas in which you have been licensed, certified or registered (provide dates and sources of issuance):

Skills

Check the following skills, experiences, etc. which you have:

- | | | |
|--|---|--|
| ☐ Driver's License _____
Number State | ☐ Sign Language | ☐ Legal Transcription |
| ☐ Chauffeur's License _____
Number State | ☐ Foreign Language (specify) _____ | ☐ Medical Transcription |
| ☐ Car for use at work | ☐ Adding Machine/Calculator | ☐ Braille |
| | ☐ Typing (specify WPM) _____ | ☐ Word Processing |
| | ☐ Shorthand/speedwriting (specify WPM) _____ | ☐ Other _____ |

Additional Information

Have you even been convicted of or plead guilty or no contest to a crime, either misdemeanor or a felony, other than minor traffic offenses?	☐ Yes	☐ No
Do you have criminal charges or proceedings pending?	☐ Yes	☐ No
Have you ever been suspended, dismissed, non-renewal, fired or discharged from a position of employment?	☐ Yes	☐ No
Have you ever had a teaching license suspended or revoked?	☐ Yes	☐ No
Have you ever been asked to resign from a position of employment?	☐ Yes	☐ No
To your knowledge, has an investigation into improper or illicit actions by you been conducted (or was such an investigation pending) at the time of your resignation from prior employment?	☐ Yes	☐ No
Are you a citizen of the United States?	☐ Yes	☐ No



If not, do you possess a current alien registration card or Visa?				☐ Yes		☐ No		
If you answered yes to any of the questions above please provide an explanation on an attached sheet of paper.								
Work History								
Employer:				From:		To:		
☐ Company		☐ Public School		☐ Private School		☐ Full-time		
☐ Part-time								
Address			City		State		Phone	
Job Title			Grade Level(s) (if applicable)			Subject(s) (if applicable)		
Starting Salary			Ending Salary			No. Supervised By You		
List Major Duties and Responsibilities:								
Name of Supervisor			Reason for Leaving			May We Contact Employer ☐ Yes ☐ No		
Employer:				From:		To:		
☐ Company		☐ Public School		☐ Private School		☐ Full-time		
☐ Part-time								
Address			City		State		Phone	
Job Title			Grade Level(s) (if applicable)			Subject(s) (if applicable)		
Starting Salary			Ending Salary			No. Supervised By You		
List Major Duties and Responsibilities:								
Name of Supervisor			Reason for Leaving			May We Contact Employer ☐ Yes ☐ No		
Employer:				From:		To:		
☐ Company		☐ Public School		☐ Private School		☐ Full-time		
☐ Part-time								
Address			City		State		Phone	
Job Title			Grade Level(s) (if applicable)			Subject(s) (if applicable)		
Starting Salary			Ending Salary			No. Supervised By You		
List Major Duties and Responsibilities:								
Name of Supervisor			Reason for Leaving			May We Contact Employer ☐ Yes ☐ No		
Employer:				From:		To:		
☐ Company		☐ Public School		☐ Private School		☐ Full-time		
☐ Part-time								
Address			City		State		Phone	
Job Title			Grade Level(s) (if applicable)			Subject(s) (if applicable)		
Starting Salary			Ending Salary			No. Supervised By You		
List Major Duties and Responsibilities:								
Name of Supervisor			Reason for Leaving			May We Contact Employer ☐ Yes ☐ No		



Employer:			From:	To:
☐ Company	☐ Public School	☐ Private School	☐ Full-time	☐ Part-time
Address		City	State	Phone
Job Title		Grade Level(s) (if applicable)	Subject(s) (if applicable)	
Starting Salary		Ending Salary	No. Supervised By You	
List Major Duties and Responsibilities:				
Name of Supervisor		Reason for Leaving	May We Contact Employer ☐ Yes ☐ No	
References				
Please provide a minimum of three references, such as principals and supervisors, who have firsthand knowledge of your professional preparation and competence. Please include their contact information.				
1.				
2.				
3.				
Criminal Background Information / Application Verification				
Bear Grass Charter School requires a criminal background check (may also include fingerprinting) of all applicants prior to employment. I understand and agree that, if offered employment by Bear Grass Charter School, I consent to a criminal background check. I also understand and agree that any failure to comply with, complete, or meet such requirements by me will result in the denial of my employment, the withdrawal of my conditional offer of employment, or discharge as applicable. I have read this information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I authorize Bear Grass Charter School to make an investigation and inquiries of my prior employment history, my qualifications and abilities, my statements in this application, my criminal history/records and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I release Bear Grass Charter School from any and all potential liability arising from such investigation and inquiries of the above information and/or the completion of the above criminal background check (including fingerprinting) requirements. I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it or in my interviews(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, suspension or discharge, as applicable. Signature: _____ Date: _____				



Supplemental Work History Form					Date of Application	
Work History						
Employer:				From:		To:
☐ Company	☐ Public School	☐ Private School		☐ Full-time	☐ Part-time	
Address			City	State	Phone	
Job Title		Grade Level(s) (if applicable)			Subject(s) (if applicable)	
Starting Salary		Ending Salary			No. Supervised By You	
List Major Duties and Responsibilities:						
Name of Supervisor		Reason for Leaving			May We Contact Employer ☐ Yes ☐ No	
Work History						
Employer:				From:		To:
☐ Company	☐ Public School	☐ Private School		☐ Full-time	☐ Part-time	
Address			City	State	Phone	
Job Title		Grade Level(s) (if applicable)			Subject(s) (if applicable)	
Starting Salary		Ending Salary			No. Supervised By You	
List Major Duties and Responsibilities:						
Name of Supervisor		Reason for Leaving			May We Contact Employer ☐ Yes ☐ No	
Work History						
Employer:				From:		To:
☐ Company	☐ Public School	☐ Private School		☐ Full-time	☐ Part-time	
Address			City	State	Phone	
Job Title		Grade Level(s) (if applicable)			Subject(s) (if applicable)	
Starting Salary		Ending Salary			No. Supervised By You	
List Major Duties and Responsibilities:						
Name of Supervisor		Reason for Leaving			May We Contact Employer ☐ Yes ☐ No	



Employer:				From:		To:	
☐ Company	☐ Public School	☐ Private School		☐ Full-time	☐ Part-time		
Address			City	State	Phone		
Job Title		Grade Level(s) (if applicable)			Subject(s) (if applicable)		
Starting Salary		Ending Salary			No. Supervised By You		
List Major Duties and Responsibilities:							
Name of Supervisor			Reason for Leaving			May We Contact Employer ☐ Yes ☐ No	

Employer:				From:		To:	
☐ Company	☐ Public School	☐ Private School		☐ Full-time	☐ Part-time		
Address			City	State	Phone		
Job Title		Grade Level(s) (if applicable)			Subject(s) (if applicable)		
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List Major Duties and Responsibilities:							
Name of Supervisor			Reason for Leaving			May We Contact Employer ☐ Yes ☐ No	

Employer:				From:		To:	
☐ Company	☐ Public School	☐ Private School		☐ Full-time	☐ Part-time		
Address			City	State	Phone		
Job Title		Grade Level(s) (if applicable)			Subject(s) (if applicable)		
Starting Salary		Ending Salary			No. Supervised By You		
List Major Duties and Responsibilities:							
Name of Supervisor			Reason for Leaving			May We Contact Employer ☐ Yes ☐ No	