



Application for **CERTIFIED STAFF EMPLOYMENT**

PERSONAL DATA (Please type or print)

Name (Last, Middle, First) _____

Mailing Address: Street or P.O. Box _____

City _____ State _____ Zip _____

Phone Number (Home) _____ (Cell) _____ (Other) _____

Are you a U.S. citizen? YES or NO If no, do you have legal authorization to work in the United States? YES or NO

Social Security No. _____ When are you available for employment? _____

How did you hear about us? _____

POSITION DESIRED

_____ Elementary Teacher (Grades K-6) List grade level preferences _____

_____ Junior High Teacher (Grades 7-8) List subject area preferences and semester hours in each _____

_____ Senior High Teacher (Grades 9-12) List subject area preferences and semester hours in each _____

_____ Other Certified or Administrative List position desired or specialty and semester hours _____

Date of Application _____

IMPORTANT: Before final consideration for employment, the candidate must have on file in the Paramount Academy Charter District's Office a complete set of transcripts and a placement file. It is the candidate's responsibility to see that transcripts or placement files are provided. Out-of-state candidates should write regarding certification to the Arizona Department of Education, 1535 West Jefferson Street, Phoenix, Arizona 85007, phone 602.542.4368. All applicants must qualify for Arizona certification prior to employment.

CERTIFICATIONS

Type of Certification	State of Validation	Expiration Date

Type of Endorsement	State of Validation	Expiration Date

EDUCATION & TRAINING

Last High School Attended	Location	Graduation Date

College or University	Location	Degree and/or Semester Hours	Graduation Date	Dates Attended		GPA
				From	To	

Undergraduate major _____

Undergraduate minor _____

Graduate degree(s) in _____

Total graduate level semester hours earned beyond: Bachelor's Degree _____ Master's degree _____

Name and address of college/university where your confidential placement records are on file:

Name: _____

Address: _____

How did you hear about us? _____

Please circle all that apply

Fingerprint Clearance Card

First Aide/CPR

Food Handlers Card

Certified Substitute Teacher

PROFESSIONAL EXPERIENCE

STUDENT TEACHING EXPERIENCE

Name of School & Location	Grades or Subjects Taught	Dates	Cooperating Teacher

CONTRACTUAL TEACHING EXPERIENCE (List most recent experience first and indicate whether position was full-time or part-time equivalency—do not list substitute teaching experience)

Name & Type of School	Complete Address	Grade(s) or Subject(s) Taught	Full Time	Part Time	Contractual Dates Beginning	Contractual Dates Ending	Reason for Leaving

OTHER RECENT WORK EXPERIENCE (List most recent experience first)

EMPLOYMENT EXPERIENCE (List most recent experience first and indicate whether position was full-time or part-time)

1. Name of employer _____
Mailing address: _____
City: _____ State: _____ Zip: _____
Dates of employment: From (month/year) _____ To (month/year) Current _____ Last Salary _____
Immediate supervisor: Name: _____ Title _____ Phone: _____
Title of the position you held: _____ Reason for leaving: _____
Brief description of duties & responsibilities: _____

2. Name of employer _____
Mailing address: Street or P.O. Box: _____
City: _____ State: _____ Zip: _____
Dates of employment: From (month/year) _____ To (month/year) _____ Last Salary _____
Immediate supervisor: Name: _____ Title _____ Phone: _____
Title of the position you held: _____ Reason for leaving: _____
Brief description of duties & responsibilities: _____

3. Name of employer _____
 Mailing address: Street or P.O. Box _____
 City: _____ State: _____ Zip: _____
 Dates of employment: From (month/year) _____ To (month/year) _____ Last Salary _____
 Immediate supervisor: Name: _____ Title _____ Phone: _____
 Title of the position you held: _____ Reason for leaving: _____
 Brief description of duties & responsibilities: _____

REFERENCES & OTHER INFORMATION

PERSONAL REFERENCES (Give names and addresses of three references who have firsthand knowledge of your personality, character, and work habits - **do not** include personal friends, relatives, or those references in your college placement records).

Name (complete)	Position/Title	Address	Phone

OTHER INFORMATION

Have you ever been involuntarily terminated or asked to resign from the employment of another school district? YES NO
 If yes, please give the following information:

Name of district _____ Date of termination/resignation _____

Reason for the termination or request of resignation _____

Are you currently under contract? YES NO If yes, state briefly your reason for desiring a change: _____

Please list any foreign languages in which you have experience and describe your level of fluency: _____

Describe any special abilities, talents, skills or experience you have (e.g. drama, music, athletics, computers, special training, etc.) _____

Would you be willing to coach or sponsor an extracurricular activity? (e.g., cheerleading, student council, athletic teams, etc.)
 YES No If yes, in which areas do you feel qualified?

Please list any professional and/or civic activities in which you are involved (include offices held and honors or awards received)

Personal hobbies: _____

If you have ever served in the U.S. military:

Dates served _____ Branch of service _____ Type of discharge _____

I hereby certify that the information presented on this application, its attachments and related forms is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Paramount Academy Charter School District. I authorize the Paramount Academy Charter School District to make reference checks and I will execute such documents to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Applicants Signature: _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for the job based upon job related qualifications without regard to race, religion, color, age, national origin, sex, physical handicap or disability or other protected classifications under state and federal equal opportunity laws.

