



## APPLICATION FOR EMPLOYMENT

### ◦ GUEST TEACHER ◦

Equal access to programs, services and employment is available to all persons. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. We are an equal opportunity employer.

1<sup>st</sup> Position Applying for: \_\_\_\_\_ 2<sup>nd</sup> Position Applying for: \_\_\_\_\_ School Applying for: \_\_\_\_\_

#### A. Personal Information

Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name: \_\_\_\_\_  
Last First Middle

List any other names under which you may have worked: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

#### B. Current Position

(Please complete all fields)

Job Title: \_\_\_\_\_ Dates employed: from (mm/yy) \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

What did you like most about your position? \_\_\_\_\_

What were the things you liked least about the position? \_\_\_\_\_

Current Contract Expires on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ☐ N/A

Permission to contact your present employer? ☐ Yes ☐ No

-OR- ☐ You may contact this employer AFTER this date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Comments, if any: \_\_\_\_\_

**C. Educational Background**

Initials: \_\_\_\_\_

Please list the colleges or universities you have attended and the degrees received.  
 List them in order, beginning with the most recent.

Name/Location of Institution	Years(s)	Degree	Major

**D. Teaching Experience**

Please list teaching experience first, beginning with your current assignment.

Position	Name of District City and State	School	Specific Years Employed	Reason for Leaving

Please explain any gaps in employment, if any:

**E. Other Relevant Employment or Experience**

Position	Employer	City and State	Specific Years Employed

**F. References**

Initials: \_\_\_\_\_

Please list four individuals who are very familiar with your professional work and who may be contacted.

<b>Name of Individual:</b>		<b>Official Position:</b>	
<b>Home Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			

<b>Name of Individual:</b>		<b>Official Position:</b>	
<b>Home Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			

<b>Name of Individual:</b>		<b>Official Position:</b>	
<b>Home Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			

<b>Name of Individual:</b>		<b>Official Position:</b>	
<b>Home Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			

Comments, if any: \_\_\_\_\_

**G. Narrative Response**

Please respond to each of the following questions; all questions must be answered fully and honestly for your application to be considered.

1. Describe the first three minutes of your classroom. Please begin from the moment you meet your students in the morning or when they first enter the room. Your answer should include both teacher actions and students' actions.
2. How do you know when you're successful as a teacher?
3. Describe what an engaged learner looks like in your classroom.

## I. Background Information

If you answer "yes" to any of the following questions, please provide a written response describing, in detail, an explanation of the circumstances involved.

1. Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

2. Has your teaching certificate or teaching license ever been suspended or revoked? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

3. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

4. Within the last ten years, have you been fired from any job for any reason? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

5. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

6. Are you currently under investigation or have you ever been investigated by any regulatory body for an alleged misconduct? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

7. Have you ever received any type of discipline in your current or past teaching jobs? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

8. Has there been any incident that could affect your ability to teach at Leman Academy? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

9. Have you ever been convicted of a criminal offense other than a minor traffic violation? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

10. Have you ever had any filing of child abuse designated in your name? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

11. Are you eligible to work in the United States? ☐ Yes ☐ No

## J. Current Employment Status

Do you currently hold a valid Arizona Teacher Certificate with appropriate endorsement for the position you are applying for?

☐ Yes ☐ No Please list your endorsements: \_\_\_\_\_

Please indicate what salary you are expecting at Leman Academy of Excellence? \_\_\_\_\_

Comments, if any:

## K. Authorization

Please read the following carefully and then sign your name if you agree to the terms of this understanding.

*I hereby certify that the statements made by me in this application and all related information in which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which Leman Academy discovers the violation of its policy regarding application form dishonesty.*

(Leman Academy of Excellence will accept a typed name as your signature.)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature of Applicant Date

### APPLICATION SUBMISSION INFORMATION

In order to be considered for this position, your application submission must have the following:

1. Completed application form (including signatures).
2. Resume'.
3. Three recent letters of recommendation regarding your professional work.
4. Copy of a current Arizona or State Teachers Certification and Endorsements.
  - If more than one, please submit copies.
5. Photocopy of all college/university transcripts.
6. Valid fingerprint clearance card.

NOTE: You will need current First Aid & CPR certification prior to your start date if offered a position.

Further information and/or to submit an application contact

Human Resources at:

HR@lemanacademy.org

Phone: 520-639-8080

**SUBMIT APPLICATION ONLINE**