

EMPLOYMENT APPLICATION CHECKLIST

- Letter of Interest

- Application

- Resume

- Transcripts

- Sample of Lesson Plans – as applicable

- Copy of License(s) – as applicable

El Camino Real Academy

Date _____

Professional Application

Classroom Teacher Substitute Other: _____

PERSONAL

Last Name _____ First _____ Middle _____

Street Address _____ City _____ State ____ Zip _____

Home Phone _____ Business Phone _____

Position Desired _____ Social Security # _____

CERIFICATION AREA	Permanent	Provisional	Expiration Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EDUCATION

	School/Location	Degree	Minor/Major	GPA
High School	_____	_____	_____	_____
Under Graduate	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Additional Study	_____	_____	_____	_____

STUDENT TEACHING

School Year	Name of School	Location of school
_____	_____	_____
_____	_____	_____

TEACHING EXPERIENCE: Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. Attach additional pages if necessary.

EXPERIENCE

Name of School: _____
Address (city/state/zip): _____
Grade Level/Subject: _____ Principal's /Supervisor's Name: _____
Total Years: _____ Date Employed (mo/yr): _____
Did you receive tenure? _____ Reason for Leaving: _____

Name of School: _____
Address (city/state/zip): _____
Grade Level/Subject: _____ Principal's /Supervisor's Name: _____
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Name of School: _____
Address (city/state/zip): _____
Grade Level/Subject: _____ Principal's /Supervisor's Name: _____
Total Years: _____ Date Employed (mo/yr): _____
Did you receive tenure? _____ Reason for Leaving: _____

OTHER WORK EXPERIENCE: List here in chronological order all practical experience other than teaching.

Employer _____ Address _____
Dates Employed _____ Supervisor _____
Kind of work _____

Employer _____ Address _____
Dates Employed _____ Supervisor _____
Kind of work _____

Employer _____ Address _____
Dates Employed _____ Supervisor _____
Kind of work _____

List below any extracurricular or athletic activities you can direct:

MILITARY/PEACECORPS

Branch of Service _____ Active Duty Dates: _____ - _____
Describe Duties: _____

STAFF DEVELOPMENT/INSERVICE EXPERIENCE

Program Title	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

Provide name of those who have closely observed your work as an administrator or teacher. In the case of inexperienced teachers or administrators, present and former superintendents, principals, and other supervisors are preferred.

Name	Official Position	Address	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IMPORTANT: Please forward the following information to be included with this completed application:

1. Copy of valid Certification in your specified area.
 2. Transcripts from college or university to verify degree(s). Student copies are acceptable.
 3. Credential files from your college are necessary to the selection process.
- * Candidates must arrange to have these forwarded promptly.

SIGNATURE

I hereby declare the information provided by me on Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I hereby authorize any individual, company or institution with whom I have been associated to furnish Horizon Academy South with any information concerning my employment.

Date _____ Signature _____

FOR CLASSROOM TEACHER APPLICANTS:

Please respond on the following pages to the following questions amplifying your qualifications. Attach additional pages if necessary.

1. What are your three most important reasons for being a teacher?
2. How much do you want to know about your student in order for you to be helpful to them?
3. What three things to you most want to know about your student?
4. What do you need to know in order to begin your lesson planning for your class?
5. What four key components do you believe you must include in your plan?
6. When do you think about your students, in what major ways do you most want to influence their lives?
7. What two core teaching strategies do you most use to achieve this result?

Please place answers on the following page:
Answers to questions on page 4:
