

Madina Academy

APPLICATION FOR EMPLOYMENT

Please provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)
Address (Mailing Address)	(City)	(State) (Zip)
E-Mail Address	Telephone () -	
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No

POSITION

INTERESTED IN EMPLOYMENT (CHECK ALL THAT APPLY):		
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Substitute <input type="checkbox"/> Long Term <input type="checkbox"/> Short Term		
List, in order of preference, the grades, subjects and/or positions for which you are applying:		
1.	2.	3.

DATE AVAILABLE FOR EMPLOYMENT:

CERTIFICATION

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED/EXPIRATION DATE

EDUCATIONAL BACKGROUND

Name of School/Institution & Location	Major/Minor	Diplomas/Degrees

EMPLOYMENT EXPERIENCE (Most Recent First)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties (Maximum 1000 characters)		Name & Title of Supervisor
Reason For Leaving		
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties (Maximum 1000 characters)		Name & Title of Supervisor
Reason For Leaving		
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties (Maximum 1000 characters)		Name & Title of Supervisor
Reason For Leaving		

If you have not been previously employed in a teaching position, but have had other relevant experience in an educational setting, please complete the following section:

OTHER EXPERIENCE OF STUDENT TEACHING

Grade or Subject Taught	Name & Address of School	Supervisor

REFERENCES

Name	Position	Email Address	Telephone
			() -
			() -
			() -
			() -

JOB RELATED SKILLS AND QUALIFICATIONS

Summarize special Job-related skills and qualifications acquired from employment or other experiences and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities. List any activities that you are qualified to supervise or coach (2000 characters maximum).

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. The Academy reserves the right to verify all the information presented.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of “no contest”.

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court.

Were you ever convicted of a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently under charges for a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever forfeited bond or collateral in connection with a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within the last ten years, have you been fired from any job for any reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Within the last ten years, have you quit a job after being notified that you would be fired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been professionally disciplined in any state? Professional discipline means the annulment, revocation or suspension of your teaching certificate and/or having received a letter of reprimand from any employer, an agency, board or commission.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you subject to any visa or immigration status, which would prevent lawful employment in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Note: If you answered “yes” to any of the above questions, please provide a detailed explanation on a separate sheet of paper (or document), including dates, and attach it to this application. Please print and sign your name on the sheet and include your social security number.</p>		

ESSAY

Please write an essay as described on page seven. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Madina Academy may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. I give Madina Academy authorization to perform a background check and I consent to fingerprinting.

However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability, nor do I authorize inquiries which would include information related to any medical condition or medical history. Furthermore, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate (in ink)
[Must be original]

Do not write below this line — Official Use Only

Application Reviewed by: _____

Date: _____

Interviewed by: _____

Date: _____

Notes:

ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page (Maximum 3000 characters)

1. The Most important qualities of an outstanding educator.
2. My philosophy about student discipline.
3. The importance of continuing professional development and how I plan to incorporate it throughout my career.
4. Importance of differentiating instruction (including examples).
5. How information technology (i.e. computers, internet) can be integrated into the instructional process and curriculum.

Printed Name: _____ Signature: _____