50 Bell Road Asheville, North Carolina 28805

Application for Employment

|  |  |  |
| --- | --- | --- |
|  | | |
| ***Personal Information:*** | | |
| Name (Last, First, Middle): *click to type* | | |
| Other names you have used: *click to type* | | |
| Mailing Address: *click to type* | | |
| Permanent Address: *click to type* | | |
| Phone numbers: (Home) *click to type* (Cell ) *click to type* | | |
| Email: *click to type* | | |
| Social Security #: xxx-xx-*click to type* |  | |
| Driver’s License #: *click to type* | State: *click to type* | Class: *click to type* |
| Position desired: *click to type* | | |
| Full time or part time? *click to type* | Date Available for Employment: *click to type* | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Education*** | | | | | | |
| School | Location | Field of Study | Degree obtained | Year of Graduation | Dates of Attendance | GPA |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |

IF YOU ANSWER **YES** TO ANY QUESTION, ATTACH A DETAILED WRITTEN EXPLANATION. If YOU ANSWER **“YES”** TO ANY QUESTION RELATING TO A COURT PROCEEDING, A CERTIFIED TRUE COPY OF THE COURT RECORD MUST ACCOMPANY THIS APPLICATION.

**CRIMINAL**

1. **Are you on a child abuse registry or a sex offender registry of any kind?**

**Yes** **No**

1. **Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency?**

**Yes** **No**

1. **Have you ever been convicted, pled guilty, or pled nolo contendere (no contest) to any criminal offence other than a minor traffic violation (criminal offense includes, but not limited to a felony, a misdemeanor, or Driving While Impaired).** Please include any conviction, regardless of pardon. You must explain relevant circumstances in detail. NOTE: In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI, Failure to stop in the Event of An Accident (hit and run) and Driving While License Revoked oor Suspended (DWLR). (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense?** [Note: This question does not seek information about matters for which the records have been expunged by a court order.] (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever participated in a diversion program in lieu of prosecution?** [Note: This question does not seek information about matters for which the records have been expunged by a court order.] (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have your ever been arrested, indicted or otherwise charged with a crime other than for a minor traffic offense regardless of whether you were convicted or whether the charges were dropped?** [Note: This question does not seek information about matters for which the records have been expunged by a court order.] (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Are you currently named in a pending criminal charge, indictment or special presentment of any offense other than for a minor traffic violation?** [*Special Presentment* is used in some jurisdictions to charge an individual with a crime.] (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

**PROFESSIONAL LICENSING**

1. **Have you ever had a professional certificate, credential, or license of any kind revoked, suspended or surrendered prior to its expiration?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever been reprimanded, censured, placed on probationary status or suspended by a licensing board, commission or agency for any alleged misconduct or alleged violation of professional standards of conduct?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Are there any pending adverse actions or investigations against you relating to a professional certificate, credential, or license in North Carolina, any other state or country?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever been denied a professional license for which you applied?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever been granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever been disciplined by any board, commission or agency responsible for licensure of any kind including, but not limited to, educational licensure? or alleged violation of professional standards of conduct?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

**EMPLOYMENT** [**See note below]**

1. **Have you ever been dismissed from employment by a school or school system for any reason, or been dismissed or had a contract non-renewed or non-extended by any employer for reasons of misconduct as defined in this application?** [ *Non-extended* means a contract or term of employment was not renewed.]**?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever had a disciplinary suspension, or resigned, or been non-renewed or dismissed following allegation of behavior for misconduct related to your employment or arising out of your employment?** [Note: This question does not seek information about any suspension with pay or administrative leave for which the records have been removed from your Central Office personnel file.] (If yes, provide explanation and documentation

**Yes** **No** *click to type*

1. **Have you ever been dismissed from employment by a school or school system for any reason, or been dismissed or had a contract non-renewed or non-extended by any employer for reasons of misconduct as defined in this application?** [ *Non-extended* means a contract or term of employment was not renewed.]**?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

1. **Have you ever been, or are you currently being, investigated or charged by a licensing board, commission or agency with a violation of a Professional Code of Ethics or any similar code of conduct?** (If yes, provide explanation and documentation.)

**Yes** **No** *click to type*

**NOTE: For purposes of this application, “misconduct” means the follow:**

1. **Conviction of a crime other than a minor traffic offense**
2. **Use of excessive or inappropriate force against a minor that causes an observable physical injury;**
3. **In appropriate interaction with a student of a sexual or romantic nature;**
4. **Theft, embezzlement or fraud related to school funds or property;**
5. **Illegal use of weapons or firearms on school property or at school-sponsored events;**
6. **Use of drugs or alcohol involving students;**
7. **Violation of the State Testing Code of Ethics; and excessive use of alcohol or nonmedical use of a controlled substance as defined in Article 5 of Chapter 90 of the General Statutes, provided that there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the person to perform any of his/her professional functions in an effective manner.**

***References***

It is the applicant’s responsibility to provide the following information in order to be considered for employment:

1. The names of at least three professional reference sources must be provided, including one from your current employer (if employed) or most recent employer (if not employed).
2. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file and list names below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position/  Relationship | Phone | email |
| *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* |

May we contact your current or most recent employer? **Yes** **No**

## Related Activities

Please list below those school activities in which you are interested and which you are qualified to supervise, coach, or direct.

*click to type*

Other interests:

*click to type*

To avoid conflict of interest, list any administrator or member of the Evergreen’s Board of Directors to whom you are related and cite the relationship.

*click to type*

***THE FOLLOWING SECTIONS ARE FOR TEACHER APPLICANTS ONLY***

***ALL OTHER APPLICATES PLEASE SKIP TO LAST PAGE***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Certification*** | | | | | | | |
| Do you hold a North Carolina certificate?  Yes  No | | | | | | | |
| Do you hold a certificate from another state?  Yes  No | | | | | | | |
| If yes, enclose a copy and please complete the information below. | | | | | | | |
| Program | Certificate Area | Class | Experience | Date Issued | Date Expired | Date Effective | Issuing State |
| *Example:*  *01:regular* | *78400 (6-9 Social Studies)* | *A* | *3 years* |  |  |  |  |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |
| *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* | *click to type* |

Are you eligible for a North Carolina certificate (if you do not have one)? *click to type*

In which subjects? *click to type*

***Teacher’s Examinations***

Have you taken the National Teacher’s Examination?  Yes  No

Have you taken the Praxis Examination?  Yes  No

Have you taken any other state or national examination?  Yes  No

If yes, what exam? *click to type*

*Please submit any copies of scores if taken in the past three years.*

***Student Teaching***

*If student teaching has been completed within the last three years, supply the following information:*

|  |  |
| --- | --- |
| Name of School | *click to type* |
| Address | *click to type* |
| Grade and/or Subject | *click to type* |
| Dates | *click to type* |
| Cooperating Teacher | *click to type* |
| Cooperating Teacher’s contact information | *click to type* |
| College Supervisor | *click to type* |
| College Supervisor’s  contact information | *click to type* |

## Additional Information

1. Please use all or part of the space below to give whatever additional information you would like to share about yourself. This information could be a short autobiography, additional information regarding your cultural and educational background, your preparation, experience, interests and hobbies, plans, recreational activities, travels, or experiences with children in church, camp or other contexts. Address specifically why you want of be a part of Evergreen Community Charter School, and how you feel you might contribute to its success. Feel free to attach additional pages if desired.

*click to type*

1. Please submit your resume along with this completed application form.
2. The undersigned applicant/employee hereby expressly authorizes the Board of Directors of Evergreen Community Charter School, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give to the Board of Directors of Evergreen Community Charter School, its agents or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Directors of Evergreen Community Charter School and any and all providers of information to whim this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Date *click to type* \_\_ Signature *click to type*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the policy of The Board of Directors of Evergreen Community Charter School not to discriminate in the hiring of employees on the basis of age, race, ethnicity, sexual orientation, gender, religion, or disability.

Evergreen recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage employee applications from qualified individuals representing diverse social, racial and ethnic groups.