

## **APPLICATION for PROFESSIONAL EMPLOYMENT**

### **The Roger Bacon Academy & Charter Day School**

*This application must be submitted to the Charter Day School. You may send a photocopy of your completed application, but the section on Nepotism on page 4 must be personalized and must bear an original signature on page 4.*

**(A)- Personal Information**

<i>Name</i> _____					
<small>Preferred Title</small>	<small>First</small>	<small>Middle/Maiden</small>	<small>Last</small>	<small>Nickname</small>	
<i>Permanent Address</i> _____					
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>		
<i>Phone</i> (____) _____		<i>Office</i> (____) _____		<i>Cell</i> (____) _____	
<i>Temporary Address</i> _____					
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>		
<i>Phone</i> (____) _____		<i>Office</i> (____) _____		<i>Cell</i> (____) _____	
<i>Social Security Number</i> ____ - ____ - ____ <input type="checkbox"/> <i>New Applicant</i> <input type="checkbox"/> <i>Former Applicant</i>					
<i>Date of Birth:</i> _____					
<small>Month</small>	<small>Day</small>	<small>Year</small>			
<i>Position for which application is being made (be specific). Applicant must be licensed or eligible for license in each area of choice. Examples: K-6, Art, 9-12 English, Exceptional Children—Mentally Handicapped, Social Worker, Principal, etc.</i>					
<i>First Choice</i> _____			<i>Second Choice</i> _____		
<i>Date Available for Employment</i> _____					
<i>Please state briefly your reason for wanting to teach in North Carolina.</i> _____					
_____					

**(B)- Licensure**

<i>North Carolina law requires that all teachers, principals, and other professional school personnel hold a valid North Carolina license. It is your responsibility to obtain and maintain your license in a current status. Please note that individuals qualifying for a North Carolina license based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements.</i>			
<i>Do you hold a North Carolina License?</i> _____ <i>Yes</i> _____ <i>No</i> <i>If yes, please enclose a copy and please complete the information below.</i>			
<i>Date License Issued</i> _____		<i>Date Effective</i> _____	
<i>Date Expires</i> _____			
<b>PROGRAM</b>	<b>LICENSURE AREA(S)</b>	<b>CLASS</b>	<b>EXPERIENCE</b>
<i>Example: 01 (initial)</i>	<i>78400 (6-9 Social Studies)</i>	<i>A</i>	<i>1 Year</i>
_____			
_____			
<i>Subject(s) in which you expect to receive a NC license (if you do not have one).:</i>			
_____			
<i>Other states in which you hold a valid teaching license/certificate. (Please send copy(s).)</i>			
_____			

**(C)- Educational Preparation**

<i>Level of Education</i>	<i>Name of School or University</i>	<i>Field of Study</i>	<i>Type of Degree</i>	<i>GPA</i>	<i>Date Attended</i> <i>From To</i>	
<i>High School</i>						
<i>College</i>						

Please enclose copies of all college transcripts and SAT/ACT scores.

Have you completed North Carolina Effective Teacher Training? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please attach a photocopy of verification.

**(D)- NTE/Praxis Examination Scores**

North Carolina requires passing scores on NTE/Praxis examinations to qualify for a teaching license. Even individuals qualifying for a North Carolina license based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements. Please complete the section below indicating which tests you have taken and enclose a copy of your score report(s) for those you have taken.

NTE Specialty Area(s) or Praxis II Examination \_\_\_\_\_ Yes \_\_\_\_\_ No

\*\*\*No \_\_\_\_\_ Copy Enclosed? \*\*\* Yes

Month/Year \_\_\_\_\_ Test code#/Test Name \_\_\_\_\_ Score \_\_\_\_\_

\*\*\* No \_\_\_\_\_ Copy Enclosed? \*\*\* Yes

Month/Year \_\_\_\_\_ Test code#/Test Name \_\_\_\_\_ Score \_\_\_\_\_

\*\*\* No \_\_\_\_\_ Copy Enclosed? \*\*\* Yes

Month/Year \_\_\_\_\_ Test code#/Test Name \_\_\_\_\_ Score \_\_\_\_\_

**(E)- Student Teaching**

If you completed student teaching within the last three years or are now student teaching, please supply the following information:

SCHOOL \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

SUPERVISING TEACHER \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

COLLEGE SUPERVISOR: \_\_\_\_\_

College/University Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address \_\_\_\_\_ Phone No: \_\_\_\_\_

**(F)- Teaching Experience** (List chronologically all teaching experience. Do not include substitute teaching.)

<i>Name of School</i>	<i>State</i>	<i>Position Held</i> <i>Grades and/or Subjects</i> <i>Taught</i> <i>(Specify)</i>	<i>Dates</i> <i>Mo/Yr</i> <i>From/To</i>	<i>Yrs</i>	<i>Supervisor's</i> <i>Name &amp; Phone</i>

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Have you ever achieved tenure in a North Carolina School system? \_\_\_\_\_ If yes, when and where?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(G)- Work Experience Other Than Teaching (List Chronologically)**

Employer	Mailing Address	Kind of Work	Dates:		Supervisor's Name and Phone No.
			From	To	

**(H)- References**

Each applicant must provide the following information to be considered for employment Charter Day School:

A. The names of at least four references sources. Include current employer if employed, or last employer if not currently employed. References from relatives or persons who can evaluate only your personality and character are not acceptable. References who have known you for at least four years and/or are substantially familiar with your education achievements and work history are preferred.

B. 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 of Reference	Position	Mailing Address	Phone Number Work/Home

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable

May we share your name/application with other school employers as they request referrals? \_\_\_\_\_ Yes \_\_\_\_\_ No

**(I)- Additional Information**

Please check appropriate answers:  
 Yes      No

\_\_\_ \_\_\_ Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended, or otherwise subject to disciplinary action?  
 \_\_\_ \_\_\_ Have you ever had a teaching license or certificate suspended or revoked?  
 \_\_\_ \_\_\_ Have you ever been convicted of any violation of the law other than a minor traffic ticket?  
 \_\_\_ \_\_\_ Have you ever entered a plea of nolo contendere (no contest) to any charge against you?  
 \_\_\_ \_\_\_ Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation?

If your answer to any of the above questions is yes, please explain on a separate page and include with this application.

