

CERTIFIED TEACHER APPLICATION



Immaculate Conception Catholic School
7000 JFK Blvd.
North Little Rock, AR 72116
(501) 835-0771
Fax: (501) 487-6097
www.icsnlr.org

Name: _____

Social Security Number: _____

Previous Last Name(s): _____

When completing this application, do not use "refer to resume" or equivalent statement in lieu of completing this application.

Date of Application: _____

Mailing Address: _____

Person other than spouse who will always be able to provide us with your current address and/or phone number:

Residence Address: _____

Name: _____

Telephone: _____

Home: _____

Area Code Number

Work: _____

Area Code Number

Mailing Address: _____

Telephone: _____

Area Code Number

Please list the areas in which you are qualified to teach based on training, experience, and preference.

- 1) _____ 2) _____ 3) _____

EDUCATIONAL AND PROFESSIONAL TRAINING

Please list in chronological order, all educational institutions attended. The information on all items should be complete and accurate as it is used as the basis for determining salary.

Name and Location of Institution	From	To	Semester Hours*	Degree/ GPA**	Major	Minor
Undergraduate College Work						
Graduate College Work						

*One-quarter hour equals two-thirds of a semester hour.

**Provide GPA for degree(s) only.

FOR OFFICE USE ONLY

_____ Placement File and/or 3 Letters of Reference Received

_____ Arkansas Teaching Certificate Received

_____ Sent

_____ Application Complete Notice Sent

TEACHING EXPERIENCE

School Year During Which Service Was Rendered		Name and Address of School City, State, ZIP	Length of Sch Term (days)	Actual Days Served	Grades Taught/ Position Held	Type of Teaching		
						Full Time	Part Time	Sub-stitute
Beginning	Ending							
Principal/Supervisor Name		Title			Phone			
Principal/Supervisor Name		Title			Phone			
Principal/Supervisor Name		Title			Phone			
Principal/Supervisor Name		Title			Phone			
Principal/Supervisor Name		Title			Phone			

STUDENT TEACHING

DATES		GRADE LEVEL	SUBJECT	NAME OF SUPERVISING TEACHER	NAME OF SCHOOL WHERE STUDENT TAUGHT	HOURS EARNED
From	To					
Principal/Supervisor Name		Title			Phone	

TOTAL YEARS TEACHING EXPERIENCE

ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL	OTHER

EXPERIENCE OTHER THAN TEACHING (In Chronological Order)

Note: This section is optional and may be completed if you feel experiences other than teaching may be evaluated with the view of enhancing your teaching capabilities.

INCLUSIVE DATES	TYPE OF WORK OR POSITION TYPE	EMPLOYER	SUPERVISOR
		<i>Employer</i>	<i>Name</i>
		<i>Address City, State, ZIP</i>	<i>Phone</i>
		<i>Employer</i>	<i>Name</i>
		<i>Address City, State, ZIP</i>	<i>Phone</i>

CERTIFICATION

Type of Certificate/Endorsement	State	Expiration Date

PROFESSIONAL REFERENCES

List three references, other than relatives, who have knowledge of your work experience and abilities. At least one should be a previous principal, supervisor, or host teacher.

Name/Title _____	Address/City/Zip _____	() _____ Phone
Name/Title _____	Address/City/Zip _____	() _____ Phone
Name/Title _____	Address/City/Zip _____	() _____ Phone

IF YOU DO NOT HOLD ARKANSAS CERTIFICATION, PLEASE CONTACT:

Arkansas Department of Education – Certification Unit
4 Capitol Mall Little Rock, AR 72201 (501)682-4475

Have you been convicted of a misdemeanor within the past five years? _____ Yes _____ No

If yes, describe in full: _____

Have you ever been convicted of, or received a suspended imposition of sentence for, a felony/misdemeanor?

____ Yes ____ No

If yes, describe in full, and list the city and state in which convicted: _____

I HEREBY CERTIFY that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of my application or my removal from employment. An inquiry may be made to include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence locations for the past five years, military service and conviction records. **I have never been involuntarily released from any position, nor have I been asked to resign for any reason.** I have not committed any criminal act of child abuse or molestation or any sexual abuse of a minor; any act involving the illegal use or abuse of a controlled substance; any criminal act involving the use or abuse of alcohol; or any other crime of immorality (which means any act involving a crime of moral turpitude under the Laws of the State of Arkansas). If I have been involved in any of the situations listed above, I have attached to this application a description of the events and an explanation why I believe such situation should not adversely affect my application for employment. I authorize my present and previous employers and listed references to release to Immaculate Conception School any information they may have regarding my character, background, or my employment record I understand that employment with Immaculate Conception School requires the approval of the Principal and Pastor.

Sign your name as you would like it to appear on our records.

Date

Immaculate Conception Catholic School IS AN EQUAL OPPORTUNITY EMPLOYER The SCHOOL does not discriminate against any person on the basis of race, religion, color, national origin, age, disability, or sex

REVIEW YOUR APPLICATION FOR COMPLETENESS AND ACCURACY.

CERTIFICATED APPLICATION REQUIREMENTS

Thank you for your interest in Immaculate Conception Catholic School. We look forward to reviewing your application.

Applications are required to be ***complete when submitted***. Items 1-4 must be submitted collectively in order for your application to be considered complete. Incomplete applications will not be accepted. The collective submission of paperwork is necessary to minimize the number of times your file is handled and the number of follow-up calls required to ensure your file is complete.

1. **COMPLETED APPLICATION, RESUME, AND COVER LETTER:** You must complete all sections of the application form—do not use "refer to resume" or an equivalent statement in lieu of completing the requested information on the application form. We urge you to enclose a resume and a cover letter indicating your specialty areas with your application. It is to your advantage to express all your specialties, training and areas of expertise. A complete portfolio helps a principal decide if you are the applicant he/she needs to interview.
 2. **TRANSCRIPTS:** Unofficial transcripts are acceptable until you are offered employment.
 3. **CONFIDENTIAL REFERENCE FORMS, RECOMMENDATION LETTERS, AND PLACEMENT FILES: 3 REFERENCES REQUIRED . At least one of these references should be a former Principal, supervisor, or mentoring teacher.**
 4. **ARKANSAS TEACHING CERTIFICATE:** If you currently hold an Arkansas Teaching Certificate, we ask that you submit a copy with your application. We do not require you to hold an Arkansas Teaching Certificate prior to your preliminary interview or to consider your file complete, however, holding the appropriate Arkansas certification is a condition of employment.
 5. **THE PROCESS:** Teaching positions are advertised or posted when an opening occurs. The Principal will screen completed files in the appropriate endorsement. Three to five applicants are generally selected for an interview. This process continues until the position is filled.
- Our goal is to have complete applicant files ready for Principal review by May of each fiscal year.
 - Original applications must be updated every other year.
 - Please be sure you are thorough and accurate when completing your application.
 - Completion of your application and all information requested is important and can have a bearing on whether you are selected for interview.

3 REFERENCES REQUIRED