



570 Piedmont Road
Marietta, GA 30066
Phone: (678) 709-6634

Application for Employment

POSITION(S) DESIRED _____

NAME _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER¹

Present Address _____
STREET (AREA CODE) TELEPHONE
CITY STATE ZIP CODE

E-MAIL ADDRESS _____

PHONE NUMBER(S) _____

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CHURCH YOU PRESENTLY ATTEND: _____

¹ Federal Privacy Act [5 U.S.C.§552A NOTE] Statement. Authority for requesting social security account numbers: Principal Purpose: To verify certification. Other Purposes: Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID GEORGIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN A GEORGIA CERTIFICATE.)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED
Early Childhood Education (P-5)		
Elementary Education (K-6)		

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST?

_____ YES _____ NO

EDUCATIONAL BACKGROUND

	School or Institution and Location	Major/Minor Minor	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT Average (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:

Dates		Name of Employer and Address		Your Title
From				
To		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:			Final Yearly Salary:	

Dates		Name of Employer and Address		Your Title
From				
To		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:			Final Yearly Salary:	

Please list activities that you are qualified/willing to supervise or coach:

If you have not been previously employed in a teaching position, please complete the following:

STUDENT OR PRACTICE TEACHING (For Teaching Applicants)

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

Student Teaching References:

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

REFERENCES

References should include those who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the principal/supervisor of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE	E-MAIL

Please attach a resume and a copy of your teaching certificate. Include any specialized training certificates. Your college transcripts should be sent directly to: Joy Wood, GRACEPOINT School, 570 Piedmont Road, Marietta, GA 30066.

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. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (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 or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	_____	Yes	_____	No
Are you currently under charges for a criminal offense?	_____	Yes	_____	No
Have you ever forfeited bond or collateral in connection with a criminal offense?	_____	Yes	_____	No

Within the last ten years, have you been fired from any job for any reason? Yes _____ No _____

Within the last ten years, have you quit a job after being notified that you would be fired? Yes _____ No _____

Have you ever been professionally disciplined in any state? Yes _____ No _____
Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment? Yes _____ No _____

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

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 **GRACEPOINT School, Inc.** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records. I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **GRACEPOINT School, Inc.** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. I hereby release GRACEPOINT School, Inc., the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Date

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

**Gracepoint School, Inc. shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school.*
***Applicants, once hired will be required to complete an I-9 form according to Homeland Security Guidelines prior to their first day of employment.*

ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please write an essay in response to the questions below on a separate document.

1. What are your strengths as a teacher or administrator?
2. Why are you interested in working with students with dyslexia?
3. Share what having a relationship with Christ means to you.