



The Academy for Classical Education

APPLICATION FOR EMPLOYMENT

(WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)

The terms "School", "We" and "Us" shall refer to the Academy for Classical Education

APPLICANT'S STATEMENT

I understand that the School is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, handicap or disability, or any other category protected by federal, state, or local law.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give the School or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to the School. I also authorize the School to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that the School reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to the School or its designee. I release the School and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test.

I understand that this employment application and any other School documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the School has a similar right. I understand that no manager, representative, or agent of the School has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the President may do so in writing. If I am hired under a contract, the contract will control the terms of my employment.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the School's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE SCHOOL MAY OBTAIN A CONSUMER REPORT ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH THE SCHOOL. I AUTHORIZE THE SCHOOL TO OBTAIN THIS REPORT.
THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THIRTY (30) DAYS
IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THESE STATEMENTS.

Applicant's Signature

Date

PERSONAL DATA

Last Name

First Name

Middle Name

Social Security Number

PERSONAL DATA

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Address	Current City	Current State	Current Zip

<input type="text"/>
Email Address

Are you 18 years of age or older? Yes No

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	Previous City	Previous State	Previous Zip

<input type="text"/>
Email Address

<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime Phone	Cell Number	Other

POSITIONS

List, in order of preference, the positions you desire.

	Position	Grade Level	Subject
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are not employed full time, are you interested in the following position types? Part-time? Yes No
Substitute? Yes No Short-Term? Yes No Long-Term Substitute? Yes No

EDUCATIONAL BACKGROUND

School/Institute

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADDITIONAL INFORMATION

Please describe any other experience that you have which would be relevant to the job for which you are applying.

<input type="text"/>

REFERENCES

Name	Position	Email Address	Phone

Have you ever worked for ACE before? Yes No

If yes, list the dates and positions.

Do you have any friends or relatives, currently, employed with ACE? Yes No

If yes, list names and relationship.

Have you ever plead guilty, or no contest to, or been convicted of any misdemeanor or felony? Yes No

If yes, please list the dates and details.

Due to an arrest, are you currently out on bail or on probation?

Yes No

If yes, please explain.

NOTE: Answering "Yes" to the questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering questions.)

Do you have any commitments to any other employer which may affect your employment?

Yes No

If yes, please explain.

Substitute Teacher Survey

Please answer the following questions to the best of your ability; and submit the survey along with your application.

1. **How would you handle a disruptive student?**
 - a. Ignore him/her and continue with the lesson plan left by the teacher.
 - b. Contact the front office or administrator for assistance.
 - c. Make the student leave the classroom.
 - d. Send the student to the front office.
2. **A student has not completed the homework assignment that is due that day, you should:**
 - a. Tell the student "it is fine the teacher won't be back until next week, you can turn it in tomorrow".
 - b. Allow the student to complete the work during class time.
 - c. Send the student to the front office.
 - d. Remind the student that the homework is due today, even in the teacher's absence and leave the teacher a note explaining that the student did not submit their homework.
3. **Today is the deadline for students to turn in money for an upcoming field trip, you should:**
 - a. Collect the money and leave it on the desk for the teacher.
 - b. Tell the student to hold the money until the teacher returns.
 - c. Collect the money, make a list of names of the students you collected money from and turn it in to the office manager before you leave that day.
 - d. Keep the money.
4. **A student tells you that they are ill, you should:**
 - a. Send the student to the nurse.
 - b. Tell the student to take a nap.
 - c. Tell the student to call their parent/guardian.
 - d. Tell them to sit in class they will be ok.
5. **The teacher leaves detailed lesson plans for the students, you should:**
 - a. Ignore the lesson plans and let the students color.
 - b. Take the students out for recess.
 - c. Follow the lesson plans.
 - d. Give the students a free day to do what they want.
6. **You have accepted a job assignment to substitute on Friday morning, but your child gets sick in the middle of the night, you should:**
 - a. Contact the school administrator as soon as possible so a new substitute can cover the class.
 - b. Bring your sick child with you to work.
 - c. Do not call the school; they will figure it out when you do not show up.
 - d. Have your sick child sit in the car in the parking lot while you work.
7. **You witness a student, in another class, bullying students in the hall, while their teacher is assisting another student, you should:**
 - a. Ignore it; the teacher will see it eventually.
 - b. Inform the teacher of what you witnessed; it is likely the teacher did not see it while assisting another student.
 - c. Contact administration right away, because the teacher is not doing their job.
 - d. Ignore it, because the student is not in your class.
8. **While teaching, the fire alarm goes off, you should:**
 - a. Keep teaching and tell the students not to worry it is probably just a drill.
 - b. Follow the instructions left by the teacher regarding emergencies and fire drills.
 - c. Tell the students to go out of the building to the parking lot.
 - d. Take the students to the lobby.
9. **Which of the following does not make a great substitute teacher?**
 - a. You arrive to the classroom 5 minutes after the students.
 - b. You dress professionally.
 - c. You stand in the doorway as the students arrive.
 - d. You speak with students calmly and confidently.
10. **It is your first day of teaching at ACE and the class has an assembly scheduled the cafeteria at 10:00 A.M.; you should:**
 - a. Send the class to the assembly alone.
 - b. Find the location of the cafeteria and accompany the students to the assembly.
 - c. Do not take the class because you do not know where the cafeteria is located.
 - d. Nothing