



NORTH EAST CAROLINA PREP SCHOOL

(A) PERSONAL INFORMATION

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

(B) MILITARY SERVICE

Have you served in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch & Rank: 	Date From: 	Date To: 	Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No
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(C) EDUCATIONAL PREPARATION

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

<i>SAT/ACT Scores</i>	<i>Reading</i>	<i>Math</i>	<i>Writing</i>	<i>Total</i>

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

(D) WORK EXPERIENCE OTHER THAN TEACHING (List Chronologically)

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

(E) REFERENCES

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

Please provide the names of **four** reference 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 that have known you for at least four years and/or are substantially familiar with your educational achievements and work history are preferred.

Name of Reference	Position	Mailing Address	Phone Number Work/Home

May we contact your present employer? Yes No Not Applicable

(F) 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 professional license or certificate denied, suspended, or revoked?
- Have you ever been arrested for, plead guilty, or 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.

Driver's License Number _____ State _____ Class _____

(G) NEPOTISM POLICY

Please list below any family members who are currently employed by the school and/or its affiliates.

Name	Relationship
_____	_____
_____	_____
_____	_____

If applying for a teaching position, please complete sections H-K, otherwise continue to section M.

(H) INTENT TO TEACH

Please state briefly your reason for wanting to teach in North Carolina. _____

(I) LICENSURE

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.

Do you hold a North Carolina Teaching License? Yes No
If yes, please enclose a copy and please complete the information below.

Date License Issued _____ Date Effective _____ Date Expires _____

PROGRAM	LICENSURE AREA(S)	CLASS	EXPERIENCE
<i>Example: 01 (initial)</i>	<i>78400 (6-9 Social Studies)</i>	<i>A</i>	<i>1 Year</i>
_____	_____	_____	_____

Subject(s) in which you expect to receive a NC license (if you do not have one): _____

Other states in which you hold a valid teaching license/certificate. Please send copy(s). _____

Have you completed North Carolina Effective Teacher Training? Yes No

If yes, please attach a photocopy of verification.

(J) 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

Month/Year	Test code#/Test Name	Score	Copy Enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(K) 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 _____	School Phone _____	
SUPERVISING TEACHER _____	Supervisor Phone _____	
COLLEGE _____	College Phone _____	
Address _____	Supervisor Phone _____	
COLLEGE SUPERVISOR _____		

(L) TEACHING EXPERIENCE (List chronologically all teaching experience. Do not include substitute teaching.)

Name of School	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo/Yr From/To	Yrs	Supervisor's Name & Phone	Achieved Tenure? Y/N

(M) RELATED ACTIVITIES

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

Please be specific about coaching experience. Use another page if needed. _____

Please list any subject which you may be qualified but not licensed or certified to teach. _____

(N) ADDITIONAL INFORMATION

Please use the space below to provide whatever additional information you would like to share about yourself:

(O) APPLICANT'S CERTIFICATION & RELEASE OF LIABILITY

I, the undersigned applicant/employee hereby expressly authorize the 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, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give to the Board of Trustees, 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 Trustees, its members, officers, agents, or its employees, I hereby release the Board of Trustees to which this application is submitted and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. If employed, I further authorize this Board of Trustees or its agents to provide information about my employment in this school system to future employers or prospective employers. I authorize persons to whom an exact copy of this release is presented to rely on the copy as if it were a signed 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.

Signature: _____

Date _____

We are an equal opportunity employers and do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.