

Silver Sands Montessori Charter School

Licensed Personnel Application

Website: www.SilverSandsMCS.org

Instructions: It is the policy of the charter school to provide equal opportunity with regard to all terms and conditions of employment. The charter school complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Name: _____
Last
First
Middle

Address: _____
Street
City
State
Zip

Home Phone (_____) _____ Cell Phone (_____) _____ E-mail: _____

On what date would you be available for work? _____ How were you referred to our charter school? _____

Are you a former employee? YES NO If yes, please give dates _____

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.) YES NO

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

1) _____ 2) _____ 3) _____

EDUCATIONAL BACKGROUND

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

	School or Institution and Location	Major/Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)
College/University				
College/University				
Graduate Study				
Graduate Study				

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

**Provide GPA for degree(s) only.

CERTIFICATIONS/LICENSES

Type of Certificate/Endorsement	State	Expiration Date

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
Beginning	Ending					Indicate Fulltime, Part-time or Substitute Teaching
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		

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>

REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed.

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

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

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

CRIMINAL RECORD

At the time of employment your fingerprints will be researched by local, state, and federal law enforcement agencies. Your employment with the charter school is temporary and probationary pending successful processing of your fingerprints. Sealed or expunged records must be revealed unless the records were expunged or sealed by court order in Nevada. Your omission of any criminal history will result in your immediate termination. The following questions must be answered truthfully:

1. Are you able to perform the essential tasks of the job for which you are applying? Yes No
2. Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported) Yes No
3. Have you ever been arrested for a felony? Yes No
4. Have you ever been charged with a felony? Yes No
5. Have you ever been convicted of a felony? Yes No
6. Have you ever been arrested (even if no contest or charges dropped or pled down) for a sex related offense? Yes No
7. Have you ever been charged (even if no contest or charges dropped or pled down) with a sex related offense? Yes No
8. Have you ever been convicted (even if no contest or charges dropped or pled down) of a sex related offense? Yes No
9. Have you ever been arrested (even if no contest or charges dropped or pled down) for a drug related offense? Yes No
10. Have you ever been charged (even if no contest or charges dropped or pled down) with a drug related offense? Yes No
11. Have you ever been convicted (even if no contest or charges dropped or pled down) of a drug related offense? Yes No
12. Have you ever been arrested for an act of violence, including domestic violence? Yes No
13. Have you ever been charged with an act of violence, including domestic violence? Yes No
14. Have you ever been convicted of an act of violence, including domestic violence? Yes No
15. Have you ever held a teaching or substitute teaching license that has been or is being revoked? Yes No
16. Have you ever been discharged, separated, or asked to resign from a position with a school district or any other entity? Yes No
17. Have you ever been the subject of an investigation by a school district or any other entity? Yes No
18. Have you ever had sanctions placed on your teaching certificate for any reason? Yes No
19. Have you ever been denied a teaching certificate anywhere? Yes No
20. Is disciplinary action currently pending anywhere against your certificate? Yes No
21. Have you ever been issued an employment evaluation of any kind that denotes less-than-satisfactory performance? Yes No

If you answered YES to any of the questions from two (2) through twenty one (21), you must direct a confidential letter to the associate superintendent, human resources division, explaining the situation. Please include copies of any arrest records(s), and any court disposition documents. **NOTE: existence of a criminal record does not constitute an automatic bar to employment.**

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 authorize my present and previous employers and listed references to release to Silver Sands Montessori Charter School any information they may have regarding my character, background, or my employment record I understand that employment with the Silver Sands Montessori Charter School requires the approval of the School Board.

Signature

Date

REVIEW YOUR APPLICATION FOR COMPLETENESS AND ACCURACY.