

# THE MAGELLAN CHARTER SCHOOL EMPLOYMENT APPLICATION

*Send completed application to: The Magellan Charter School, 9324 Baileywick Road, Raleigh, NC 27615*

## PERSONAL INFORMATION

*Print clearly*

NAME \_\_\_\_\_  
Last Name
First Name
Middle/Maiden Name

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
Street
City
State
Zip

AT PRESENT ADDRESS UNTIL \_\_\_\_\_  
Month
Day
Year

PERMANENT ADDRESS (if different) \_\_\_\_\_

HOME TELEPHONE ( ) \_\_\_\_\_ CELL TELEPHONE ( ) \_\_\_\_\_

Position Applying For \_\_\_\_\_

Date available for employment \_\_\_\_\_  
Month
Day
Year

Do you hold a North Carolina teacher license?  Yes  No (If yes, provide a copy with this application)

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Other states in which you hold a valid teaching license/certificate: \_\_\_\_\_  
 (Provide copies with application)

Years of teaching experience \_\_\_\_\_

## EDUCATION

Level of Education	Name of School or University	State	Field of Study	Type of Degree (or highest grade completed)	Dates of Attendance (from-to) (month/year -month/year)
High School or GED					
Business/Trade School					
College/University					
College/University					
College/University					

## EMPLOYMENT HISTORY

Begin with your most recent position and include your entire work history. For additional space, use a separate sheet of paper. Include student teaching if completed within the past three years. A resume can be substituted for completing this information.

Date ____ / ____ / ____ to ____ / ____ / ____	Description of Work (if teaching, include grades/subjects)
Position Title _____	_____
Employer/Company _____	_____
Supervisor _____	_____
Phone _____	Reason for Leaving _____
If present employer, may we contact them? __yes__no	

Date ____ / ____ / ____ to ____ / ____ / ____	Description of Work (if teaching, include grades/subjects)
Position Title _____	_____
Employer/Company _____	_____
Supervisor _____	_____
Phone _____	Reason for Leaving _____

Date ____ / ____ / ____ to ____ / ____ / ____	Description of Work (if teaching, include grades/subjects)
Position Title _____	_____
Employer/Company _____	_____
Supervisor _____	_____
Phone _____	Reason for Leaving _____

## REFERENCES

Provide the names of three individuals not related to you, who can provide information on your performance.

<u>Name of Reference</u> (include title, position, company or school)	<u>Complete Address</u> (street, city, state, zip)	<u>Telephone Number</u>	<u>Nature of Relationship</u>
		( ) ____ - ____	
		( ) ____ - ____	
		( ) ____ - ____	

## CONDITIONS OF EMPLOYMENT

Failure to provide accurate and complete information on your application shall be grounds for disqualification for employment or immediate dismissal in the event you are employed.

Applicants must complete an "authorization to obtain records and other information" waiver in its entirety as a part of the application package in order to be considered for employment.

Please answer the following questions:

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you legally eligible for employment in the United States?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been denied a teaching certificate or had a teaching certificate suspended or revoked?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been suspended or dismissed from a job?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever received a below standard or unsatisfactory rating on a job performance evaluation?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been placed on an action plan (mandatory improvement plan) or been told that you would be required to complete an action plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been found guilty of any violation of law other than a minor offense (such as a traffic violation)?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have criminal charges or procedures pending against you?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently on, or have you ever been sentenced to, supervised or unsupervised probation?  |

If you answered "yes" to any of the questions above, please explain: \_\_\_\_\_

\_\_\_\_\_

Persons who are offered employment with The Magellan Charter School must meet the following conditions of employment in addition to the conditions of employment in the application:

- Offer of employment with The Magellan Charter School is conditional pending approval by The Magellan Charter School Board of Directors and satisfactory completion of the criminal records check.
- Applicants and current employees shall notify the administrator immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations.

*The Magellan Charter School does not discriminate against any person on the basis of race, sex, color, religion, national origin, citizenship status, age, or handicap in any of its educational or employment programs or activities. We are an "equal opportunity employer."*

### **READ CAREFULLY BEFORE SIGNING:**

I certify that all information provided in this application is true and correct to the best of my knowledge. I understand that misrepresentation or failure to fully disclose any information requested in this application shall disqualify me from consideration, or subject me to disciplinary action up to and including dismissal in the event I am employed at the time it is discovered. I understand that my application will remain on file for two years. I agree that if any information or answers to questions change either before or after employment, I will notify The Magellan Charter School in writing immediately. I authorize the administrator and/or any member of The Board of Directors to conduct reference and background checks. I have read and understand the conditions of employment stated above.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

