



# enCompass Academy

## APPLICATION FOR PROFESSIONAL EMPLOYMENT

**DEAR APPLICANT:**

*Thank you for your interest in enCompass Academy. Please complete this application form. Falsifications, misrepresentations, or omissions may disqualify your application. The information supplied will not be given to any other person/company for any purpose. Please either type or print clearly using black or blue ink.*

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_

Date of Application: \_\_\_\_\_

POSITION (S) APPLIED FOR:  Administrator/Supervisor     Teacher     Substitute Teacher  
 Counselor     Other (Please specify): \_\_\_\_\_

TYPE OF WORK YOU ARE SEEKING (Check all that apply):  Full Time     Part Time  
If Part Time, number of hours available per week: \_\_\_\_\_

FULL NAME: \_\_\_\_\_  
(Last) (First) (Middle)

SOCIAL SECURITY NUMBER: \_\_\_\_\_

CURRENT RESIDENCE ADDRESS: \_\_\_\_\_  
(Street & No.)  
\_\_\_\_\_  
(City) (State) ( Zip Code)

RESIDENCE(S) PAST 10 YEARS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBERS: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work) (Cellular Phone)

ANOTHER ADDRESS AND TELEPHONE NUMBER AT WHICH YOU MAY BE CONTACTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**I. GENERAL INFORMATION**

I wish to be considered for:  Full-time Teaching       Substitute       Counselor       Administrator

How did you learn about this position?

- Advertisement:.....
- Newspaper:.....
- Walk-in
- Reno Career Opportunities Bulletin Group
- Internet:.....
- Friend
- Other (please specify):.....

Month, day and year available for employment: \_\_\_\_\_

Are you presently under contract?  Yes     No

If yes, where? \_\_\_\_\_ Present Position: \_\_\_\_\_

If under contract, what type:  Continuing/Tenure       Limited

Other (explain): \_\_\_\_\_

If not under contract now, have you ever held a continuing contract in Nevada?  Yes     No

If yes, cite school district(s) and date(s): \_\_\_\_\_

Have you ever been convicted of or plead guilty to a felony or misdemeanor?  Yes     No

If yes, please explain, providing date and court and criminal conviction: \_\_\_\_\_

Have you ever been refused employment?  Yes     No

If yes, explain: \_\_\_\_\_

Have you ever been discharged or requested to resign from a position or resign in lieu of termination?  Yes     No

If yes, explain: \_\_\_\_\_

Are you eligible for employment in the United States?  Yes     No

## II. EDUCATIONAL AND PROFESSIONAL TRAINING (List Chronologically)

Level of Education	School/University	State	Field of Study	# of Yrs. Attended	Type of Degree
Elementary School					
High School					
College & University					

Highest degree attained: \_\_\_\_\_ Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Semester hours of professional education: \_\_\_\_\_

## III. CERTIFICATION

Do you have a valid Nevada certificate?  Yes  No If yes, please attach photocopies.

Expiration Date: \_\_\_\_\_

Certificate Type: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Areas of certification: \_\_\_\_\_

Are you highly qualified under NCLB?  Yes  No

If yes, what areas? \_\_\_\_\_

Do you hold any other certificates?  Yes  No

If yes, please list:

Type:

Expiration date:

_____	_____
_____	_____
_____	_____

## IV. STUDENT TEACHING EXPERIENCE (list chronologically and include any internships)

Name of School	School District	Grade Level and/or Subject	Supervisor/ Cooperating Teacher	Dates

**V. HAVE YOU TAKEN THE NATIONAL TEACHER'S EXAMINATION?** Yes No

If yes, please indicate the scores:

\_\_\_\_\_Professional Knowledge      \_\_\_\_\_General Knowledge      \_\_\_\_\_Specialty Area

**VI. TEACHING EXPERIENCE** (list chronologically all teaching experience)

1-Name of School: \_\_\_\_\_ School District: \_\_\_\_\_  
City State

Principal: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Position Held-Grades and/or

Subjects Taught (Specify): \_\_\_\_\_

Dates: Mo. /Day/Yr. - From...To: \_\_\_\_\_

Full Time       Part Time       Substitute

Annual Salary: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2- Name of School: \_\_\_\_\_ School District: \_\_\_\_\_  
City State

Principal: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Position Held-Grades and/or

Subjects Taught (Specify): \_\_\_\_\_

Dates: Mo./Day/Yr. - From...To: \_\_\_\_\_

Full Time       Part Time       Substitute

Annual Salary: \$ \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**VII. WORK EXPERIENCE OTHER THAN TEACHING** (list chronologically and attach a sheet if necessary)

Employer	Phone	Address	Kind of Work	Supervisor	Dates of Employment

**VIII. EXTRACURRICULAR EXPERIENCE**

Indicate number of years' experience in the activities listed below. Circle activities you are willing to coach/sponsor.  
Extracurricular Activities:

	High School Experience	College Experience	Contract Experience		High School Experience	College Experience	Contract Experience
Football	_____	_____	_____	Intramural	_____	_____	_____
Basketball	_____	_____	_____	Cheerleaders	_____	_____	_____
Baseball	_____	_____	_____	Ski Club	_____	_____	_____
Softball	_____	_____	_____	Drama	_____	_____	_____
Cross Country	_____	_____	_____	Yearbook	_____	_____	_____
Wrestling	_____	_____	_____	Newspaper	_____	_____	_____
Golf	_____	_____	_____	Class Advisor	_____	_____	_____
Tennis	_____	_____	_____	Student Gov.	_____	_____	_____
Volleyball	_____	_____	_____	Honor Society	_____	_____	_____
Soccer	_____	_____	_____	Other	_____	_____	_____
Other							

**IX. REFERENCES**

If you are an experienced teacher, give the names of superintendents, principals or other supervisors who have closely observed your work. If you are an inexperienced teacher, please list the placement office of your college where credentials will be available upon request. Also, please list on this application form the name and school addresses of the supervising teachers with whom you did your student teaching.

Name of Reference	Current Position	Address	City/State/Zip	Phone Number

**X. SUBJECT STRENGTHS**

Identify the subject areas, which you consider to be your strengths:

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**XI. WHY WOULD YOU LIKE TO APPLY FOR A POSITION WITH OUR SCHOOL?**

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**XII. HOW DO YOU VIEW YOUR ROLE AS A TEACHER?**

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**XIII. PERSONAL STATEMENT**

Please write a personal statement explaining specific qualifications you have which will enhance educational opportunities for students.

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**XIV. APPLICANT'S CERTIFICATE AND RELEASE** (Please read carefully and sign below)

I hereby certify that all of the information given herein is complete and accurate to the best of my knowledge. I understand that omissions, falsifications, inaccurate or misleading information on this application, any attached documents or interview(s) may disqualify my application or result in dismissal if discovered after hire.

I agree that by signing this application, I authorize enCompass Academy to verify the information contained in the application. I know that I will be required to furnish documentation to verify my identity and eligibility to work in the United States. I hereby authorize my current and prior employers, business organizations, including the U.S. Government or U.S. Military (if approved by me in the "Employment" section), and other persons, firm, corporation, physician, registration and licensing boards, and educational institutions, credit bureaus, Social Security Administration, law enforcement agencies and investigation agencies to supply enCompass Academy and/or its agents any and all information concerning my personal, my previous employment, financial, medical history and any pertinent information they may have related matters as may be necessary in arriving at an employment decision. I release enCompass Academy and its employees and agents from any and all liabilities, responsibilities, damages and claim of any kind whatsoever arising from this investigation of my background.

I understand that this Agreement does not form a contract of employment between enCompass Academy and me, and it in no way guarantees that enCompass will accept my application for employment. If employed by enCompass, I agree that I am required to abide by all rules and regulations of enCompass Academy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ 2008

## GENERAL INFORMATION TO APPLICANT

- enCompass Academy is open to applicants Monday-Friday, 8:00 a.m. to 3:00 p.m. on regular business days. Applications may be picked up or returned during these hours.
- If employment is offered, original transcripts, certificates and a criminal records check will be required. The criminal records check will be at the expense of the applicant.
- If needed, you may use extra sheets of paper and attach to this application.
- Signed resumes may be included as supplemental material, but are not generally accepted in lieu of completed application.
- Interviews (personal or via telephone) may be conducted for selected applicants in order to provide more detailed information. If you are selected for an interview, you will be contacted either by mail or by telephone, usually within four weeks after the vacancy's closing date.
- Various tests may be administered to measure your aptitude and abilities in job related areas.

Candidates shall submit with this application:

- ✓ a comprehensive résumé
- ✓ a copy of the transcripts of all university work
- ✓ copies of all valid certificates
- ✓ recommendation letters (at least two)

ENCOMPASS ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH FEDERAL AND STATE EQUAL EMPLOYMENT OPPORTUNITY LAWS, QUALIFIED APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL AND ETHNIC ORIGIN, AGE, MARITAL STATUS, THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR DISABILITY.