



# Ryan Academy of Norfolk Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been convicted of a felony? YES  NO

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

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

## Teaching Experience

List all teaching experience chronologically, most recent experience first. Please list any additional teaching experience on a separate sheet of paper or attach a current resume.

Dates (From & To)	School	Location (City & State)	Grade(s) or Subject(s)
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### BACKGROUND QUESTIONS

Please answer the following questions. Explain any "yes" answers to questions 3, 4, 5, and 6. YES    NO

1. Do you possess a current, valid teaching credential? \_\_\_\_\_    \_\_\_\_\_

Type(s) & State(s): \_\_\_\_\_ Date(s) of Expiration: \_\_\_\_\_

Type(s) & State(s): \_\_\_\_\_ Date(s) of Expiration: \_\_\_\_\_

2. Have you ever had a teaching credential denied, suspended, or revoked? \_\_\_\_\_    \_\_\_\_\_

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

3. Have you ever failed or refused to fulfill an employment contract with any school? \_\_\_\_\_    \_\_\_\_\_

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

4. Have you ever for any reason been suspended, dismissed or asked to resign a teaching position? -----    -----

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

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

### Teacher applicants should attach the following:

1. A professional resume.
2. Copies of all official transcripts for undergraduate and post-graduate work.
3. Copies of all credentials if any or evidence, if any, of enrollment in a credential program.

**Applicants who accept a position as a teacher with Ryan Academy of Norfolk will need to supply the following as a condition of employment:**

1. An Employee's Withholding Allowance Certificate (IRS W-4 Form).
2. Verification of previous teaching and administrative experience, if any (teachers only).

### STATEMENT OF NON-DISCRIMINATION

Employment at Ryan Academy of Norfolk will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, creed, sex, marital status, age, disability, or national origin.