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)

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.