

APPLICATION for PROFESSIONAL EMPLOYMENT AS A TEACHER
Carolina International School
9545 Poplar Tent Road
Concord, NC 28027
704-455-3847

*This application must be submitted to Carolina International School. You may send a photocopy of your completed application, but the section on Nepotism on page 4 must be personalized and your application **must** bear an **original ink signature on page 6.***

Position(s) For Which You Are Applying: _____

Applicant should be licensed or eligible for license in each area of choice. Examples: K-6, Art, 9-12

(A)- Personal Information

Name _____
Preferred Title First Middle/Maiden Last Nickname

Permanent Address _____
Street City State Zip

Phone (____) _____ Office (____) _____ Cell (____) _____

Temporary Address (if applicable) _____
Street City State Zip

Phone (____) _____ Office (____) _____ Cell (____) _____

Email Address _____

Please state briefly why you want to teach at Carolina International School. _____

(B)- Licensure for Teacher Applicants

By law, the majority of CIS teachers must be licensed in the state of North Carolina. It is your responsibility to obtain and maintain your license in a current status. Please note that individuals qualifying for a North Carolina license based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements.

Do you hold a North Carolina License? _____ Yes _____ No
 If yes, please enclose a copy and please complete the information below.

Date License Issued _____ Date Effective _____ Date Expires _____

PROGRAM	LICENSURE AREA(S)	CLASS	EXPERIENCE
Example: 01 (initial)	78400 (6-9 Social Studies)	A	1 Year

Subject(s) in which you expect to receive a NC license (if you do not have one):

Other states in which you hold a valid teaching license/certificate. (Please attach copy(ies).)

(C)- Educational Preparation

Level of Education	Name of School or University	Field of Study	Type of Degree	GPA	Date Attended From To	
High School						
College						

(D)- NTE/Praxis Examination Scores

North Carolina requires passing scores on NTE/Praxis examinations to qualify for a teaching license. Even individuals qualifying for a North Carolina license based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements. Please complete the section below indicating which tests you have taken and enclose a copy of your score report(s) for those you have taken.

NTE Specialty Area(s) or Praxis II Examination _____ Yes _____ No _____ Copy

Enclosed? Yes No

 Month/Year Test code#/Test Name Score _____ Copy

Enclosed? Yes No

 Month/Year Test code#/Test Name Score _____ Copy

Enclosed? Yes No

 Month/Year Test code#/Test Name Score _____

(E)- Student Teaching

If you completed student teaching within the last three years or are now student teaching, please supply the following information:

SCHOOL _____ Grade/Subject _____ Dates: From _____ To _____
Address: _____ Phone No. _____

SUPERVISING TEACHER _____
Address: _____ Phone No. _____
Email: _____

COLLEGE SUPERVISOR: _____
College/University Address: _____ Phone No: _____
Address _____ Email: _____

(F)- Work Experience

(List all work experience chronologically from present to past. If more space is needed, please use an additional sheet. If you would prefer that we not contact any past employer or listed individual or organization, please indicate so and the reason in the Comments.)

Name of School or Company: _____ **From:** _____ **To:** _____

Public School (if applicable) Private School (if applicable) Full Time Part Time

Address: _____
(Street) (City) (State) (Zip)

Phone Number _____

Job Title: _____ Grade(s) and/or Subject(s) Taught: _____

Reason for Leaving _____

Name and Title of Supervisor: _____

Comments:

Name of School or Company: _____ **From:** _____ **To:** _____

Public School (if applicable) Private School (if applicable) Full Time Part Time

Address: _____
(Street) (City) (State) (Zip)

Phone Number _____

Job Title: _____ Grade(s) and/or Subject(s) Taught: _____

Reason for Leaving _____

Name and Title of Supervisor: _____

Comments:

Name of School or Company: _____ From: _____ To: _____

Public School (if applicable) Private School (if applicable) Full Time Part Time

Address: _____
(Street) (City) (State) (Zip)

Phone Number _____

Job Title: _____ Grade(s) and/or Subject(s) Taught: _____

Reason for Leaving _____

Name and Title of Supervisor: _____

Comments:

Name of School or Company: _____ From: _____ To: _____

Public School (if applicable) Private School (if applicable) Full Time Part Time

Address: _____
(Street) (City) (State) (Zip)

Phone Number _____

Job Title: _____ Grade(s) and/or Subject(s) Taught: _____

Reason for Leaving _____

Name and Title of Supervisor: _____

Comments:

(G)- References

Each applicant must provide the following information to be considered for employment at Carolina International School.

A. Names and reference letters of at least four reference sources. Include current employer if employed, or last employer if not currently employed. References from relatives or persons who can evaluate only your personality and character are not acceptable. References that have known you for at least four years and/or are substantially familiar with your education achievements and work history are preferred. Please be advised that if you are a finalist for a

position, the School may contact references in addition to those you list. If there is anyone you prefer that the School not contact, please inform the School HR department or search official and the reasons therefore.

B. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file and list names below.

Name of Reference	Position	Mailing Address	Phone Number Work/Home

Comments: _____

(H)- Additional Information

Please check appropriate answer:

Yes No

- ___ ___ Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended, or otherwise subject to disciplinary action?
- ___ ___ Have you ever had a teaching license or certificate suspended or revoked?
- ___ ___ Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense?
- ___ ___ Have you ever entered a plea of nolo contendere (no contest) to any charge against you?
- ___ ___ Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation?
- ___ ___ Have you ever resigned position under pressure or been asked to resign?

If your answer to any of the above questions is yes, please explain on a separate page and include with this application.

Driver's License Number _____ State _____ Class _____

(I)- Related Activities

Please list below those school activities in which you are interested and which you are qualified to supervise, coach, or direct. _____

Please be specific about coaching experience. Use another page if needed. _____

Please list any subject which you may be qualified but not licensed or certified to teach. _____

(J)- Nepotism Policy

Applicant Name _____

Please list below any family members who are currently employed at our school. Family members include siblings, parents or guardians, adopted family members, first cousins, aunts and uncles.

Name	Relationship
_____	_____
_____	_____

(L)- Applicant's Certification & Release of Liability

I, the undersigned applicant/employee hereby expressly authorize Carolina International School, and its agents and employees, to make any reasonable investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give to the School and its agents any information they may have regarding me in relation to this employment application. In consideration of the review of my employment application by the School, I hereby release the School and its agents and employees from any liability as a result of furnishing or receiving this information. If the School employs me, I authorize it to provide information about my employment to future or prospective employers.

If the School employs me prior to completing its background and reference checks, I understand that continued employment is conditioned upon successful completion of such checks, and the School is not legally bound to retain me if such checks result in disqualifying information.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature: _____ Date _____

Carolina International School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital and veteran status, or other legally protected employment status.