



George Gervin Preparatory Academy

APPLICATION FOR EMPLOYMENT

George Gervin Preparatory Academy (GGPA) welcomes your application! Please complete each section of the application completely. The following information is required:

- Completed application packet (including resume)
- Copy of valid Fingerprint Clearance Card
- Copy of valid Arizona Teacher Certification (if applicable)
- Transcripts (copies are acceptable: originals **Required** upon offer of employment)
- Three current letters of recommendation from employers and/or supervisors preferably from the education field or your college placement file

Choose One that you are applying for:

- Support Staff
- Teaching/Special Area

Position Desired: _____ Application Date: _____

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

Daytime number: _____ Evening number: _____

Email Address: _____

List name, address and telephone number of person to contact in case of emergency:

Name: _____ Relationship: _____

Address: _____
Street City State Zip

Contact Number: _____

Are you authorized to live and work in the United States? Yes No

Have you ever been convicted of or fined and/or sentenced, including probation, for any criminal offense (misdemeanor or felony), or have you ever pleaded guilty or “no contest” to any criminal offense (misdemeanor or felony)?

Yes No

If yes, give dates and places of any convictions, pleas, fines and/or sentences, and explain or describe them. (Attach separate paper, if necessary). A conviction will not necessarily disqualify you from employment. Factors such as the seriousness and nature of the offense, age at time of conduct, and rehabilitation will also be taken into account.

Please describe any accommodations you may need to perform the essential functions of the job for which you have applied.

Record of Education

Please include name and address of school and under what name attended, if different

| | Location (City/State) | Dates Attended | Type of Degree Earned |
|----------------------------|----------------------------------|-----------------------|------------------------------|
| High School: | | | |
| College/University: | | | |
| College/University: | | | |
| Other (specify): | | | |

Please list your certificate(s) (if applicable): _____

Please list your endorsement(s) (if applicable): _____

What content/grads are you certified or highly qualified to teach? _____

How many years of full-time, contracted teaching experience have you completed? _____

If you do not hold a certificate, please note the certificate(s) for which you are eligible: _____

Do you have a fingerprint clearance card from the Arizona Department of Public Safety? _____

Please mark any coaching/club activities you might be interested in leading:

Soccer Volleyball Baseball Softball Basketball
 Dance Track Drama Prom/Cheer Football
 Student Council Yearbook Newspaper Strength/Conditioning
 Other: _____

Please list certificate(s), leveling training, and/or number of years experience in the above identified areas: _____

Student Teaching Experience

| Name of School | Location (City/State) | Grades/Subject Taught | Dates | Coop Teacher |
|-----------------------|------------------------------|------------------------------|--------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

Teaching Employment History

List all employment including U.S. Armed Forces in chronological order with present employer first. Account for any gaps in employment. Please use this form and attach supplement page if necessary. "See Resume" is not acceptable.

| | | | | |
|---|-----------------|----------------------------------|-----------------|--|
| <i>Current or Most Recent Position</i> | Employer | School | | |
| From Mo Yr | Address | | | |
| From Mo Yr | City | State | Zip Code | |
| Name of Supervisor | Phone | Final Base Salary | | |
| Are you presently under contract? | | 30 or Career Ladder Bonus | | |
| Reason for Leaving | | Date Available | | |
| Position Held | Employer | School | | |
| From Mo Yr | Address | | | |
| From Mo Yr | City | State | Zip Code | |
| Name of Supervisor | Phone | Final Base Salary | | |
| Reason for Leaving | | 30 or Career Ladder Bonus | | |

| | | | |
|---------------------------|-----------------|----------------------------------|-----------------|
| Position Held | Employer | School | |
| From Mo Yr | Address | | |
| From Mo Yr | City | State | Zip Code |
| Name of Supervisor | Phone | Final Base Salary | |
| Reason for Leaving | | 30 or Career Ladder Bonus | |

Non-Teaching Employment History

List all non-teaching employment within the last five years including U.S Armed Forces in chronological order with most recent employer first. Please use this form and attach supplement page if necessary.

| | | | |
|--|-----------------|----------------------------------|-----------------|
| <i>Current or Most Recent Position</i> | Employer | School | |
| From Mo Yr | Address | | |
| From Mo Yr | City | State | Zip Code |
| Name of Supervisor | Phone | Final Base Salary | |
| Reason for Leaving | | 30 or Career Ladder Bonus | |
| <i>Position Held</i> | Employer | School | |
| From Mo Yr | Address | | |
| From Mo Yr | City | State | Zip Code |
| Name of Supervisor | Phone | Final Base Salary | |
| Reason for Leaving | | 30 or Career Ladder Bonus | |
| <i>Position Held</i> | Employer | School | |
| From Mo Yr | Address | | |
| From Mo Yr | City | State | Zip Code |
| Name of Supervisor | Phone | Final Base Salary | |
| Reason for Leaving | | 30 or Career Ladder Bonus | |
| <i>Position Held</i> | Employer | School | |

| | | | |
|---------------------------|----------------|----------------------------------|-----------------|
| From Mo Yr | Address | | |
| From Mo Yr | City | State | Zip Code |
| Name of Supervisor | Phone | Final Base Salary | |
| Reason for Leaving | | 30 or Career Ladder Bonus | |

References

List three people (non family members) who can serve as character references for you.

Name _____

Address _____ City _____ State _____

Phone _____ Relationship _____

Name _____

Address _____ City _____ State _____

Phone _____ Relationship _____

Name _____

Address _____ City _____ State _____

Phone _____ Relationship _____

Have you ever been dismissed from a position? _____

If yes, please explain: _____

Have you ever been asked to resign from a position? _____

If yes, please explain: _____

Have you ever resigned rather than face disciplinary action and/or non-renewal? _____

If yes, please explain: _____

Have you ever left before the end of a contract? _____

If yes, please explain: _____

Employment Conditions – Read Carefully Before Signing

George Gervin Preparatory Academy (GGPA), in affiliation with George Gervin Youth Center (GGYC), does not discriminate on the basis of race, color, national origin, gender, disability, religion, sexual orientation or age in its programs, activities, and enrollment or in its hiring and employment practices.

By my signature below, I certify that all information provided on this application is true and accurate. I understand that any false statements, misrepresentations, or omissions made on this application will be considered sufficient cause for GGPA to deny or terminate my employment upon discovery. I understand that employment with GGPA is “at will”. If employed, I may terminate my employment at any time and GGPA may terminate or modify the employment relationships, at any time, with or without motive or cause. If employed by GGPA, I will abide by its rules, regulations, policies and procedures.

I authorize GGPA to independently verify all information I have given on this application to include verification of educational background and employment records. I understand that a comprehensive background check on me will be completed. During the period this background check is being conducted, I will be considered a conditional employee, if hired. I hereby release said individuals and organizations from any and all liability that may be incurred as a result of furnishing such information.

Finally, I freely and voluntarily agree to undergo drug testing as part of the application process, or at any time during my employment with GGPA. I understand that if I refuse to cooperate, refuse to be fingerprinted, or am discovered during the background process to be unfit to work with children or not of the quality GGPA desires to employ, I will not continue as a candidate of GGPA.

Signature of Applicant: _____ Date: _____