

Office Use Only

- Transcript(s)
- References
- District
- Interview
- SLED
- Complete

EMPLOYMENT APPLICATION

Greer Middle College Charter High School

138 West McElhanev Road
Taylors SC 29687

Check Appropriate Box(es)

- Administrative
- Teacher
- Will consider part-time or temporary work.
- Will consider adjunct coaching duties (will coach but not employed in any other capacity).
- Substitute teacher
- Other: _____

Applying For: _____
Job Title
Department
Date

| | | | | | | |
|----------|--|------------|--|------------------------|-------------------------|--|
| PERSONAL | Last Name | First Name | Middle | Social Security Number | Driver's License Number | |
| | Mailing Address: _____ Apt. # _____ | | | | | |
| | City _____ | | County _____ | State _____ | Zip Code _____ | |
| | Home Phone () _____ | | Business Phone () _____ | | | |
| | Fax Number () _____ | | E-Mail Address _____ | | | |
| | Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, are you eligible to work in the U. S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| | Completion of the following information is optional. Failure to answer these questions will not prohibit employment consideration. | | | | | |
| | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | | Race: (Check One) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander | | | |
| | Date of Birth ____/____/____ | | <input type="checkbox"/> American Indian or Alaska Native | | | |

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|--|---|------------|---|--------------|
| CERTIFICATION | Do you possess a valid certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit a photocopy . What State? _____ | | | |
| | Certification Areas: _____ | | Expiration Date? _____ | |
| | Do you possess a valid S.C. certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit a photocopy . | | | |
| | Application submitted to State Department. <input type="checkbox"/> Yes <input type="checkbox"/> No | | Will submit application for certificate upon graduation. <input type="checkbox"/> | |
| | Statement of eligibility received. <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| | Are you applying for Critical Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| | Certificate Number _____ Date of Issue: _____ Date of Expiration: _____ | | | |
| | PRAXIS (NTE) Examination Data: _____ | | | |
| | | PLT or PKE | Subject Exam | Subject Exam |
| | If no score is available, list exam date _____ | | | |
| Academic Major: _____ Undergraduate GPA _____ Graduate GPA _____ | | | | |

| | | |
|---|---|-----------------|
| GENERAL | State Salary which you are willing to accept: _____ Date you could begin work? ____/____/____ | |
| | Are you presently employed with the State of SC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which agency? _____ | |
| | Have you ever been employed by the State of SC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates: _____ | |
| | Were you a member of the SC Retirement System? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Are you currently a member of the SC Retirement System? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Are you currently under contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is your present position? _____ | |
| | At any time has your employment been terminated or has your contract not been renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | If yes, explain _____ | |
| | Have you ever been refused an annual or continuing contract? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | If yes, explain _____ | |
| Have you ever had a certificate suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, explain _____ | | |
| Note: S.C. Law Enforcement Division (SLED) information is requested on all employees | | |
| Have you ever been convicted of anything other than a minor traffic offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. | | |
| <u>Offense</u> | <u>Date</u> | <u>Location</u> |

| EXTRA-CURRICULAR ACTIVITIES | | Check activities you are willing to coordinate/sponsor/coach and give years of experience | | | |
|---|--|---|---|---|---|
| Extra-curricular Activity <input type="checkbox"/> Yearbook <input type="checkbox"/> Newspaper <input type="checkbox"/> Literary Magazine <input type="checkbox"/> Student Government <input type="checkbox"/> Drama <input type="checkbox"/> Football <input type="checkbox"/> Basketball | Yrs. Teaching Experience _____ _____ _____ _____ _____ _____ | Extra-curricular Activity <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Track <input type="checkbox"/> Cross Country <input type="checkbox"/> Wrestling <input type="checkbox"/> Golf <input type="checkbox"/> Tennis | Yrs. Teaching Experience _____ _____ _____ _____ _____ | Extra-curricular Activity <input type="checkbox"/> Volleyball <input type="checkbox"/> Soccer <input type="checkbox"/> Athletic Director <input type="checkbox"/> Athletic Trainer <input type="checkbox"/> Cheerleader <input type="checkbox"/> Debate <input type="checkbox"/> Clubs/Other | Yrs. Teaching Experience _____ _____ _____ _____ _____ |

List Chronologically

| E D U C A T I O N A L B A C K G R O U N D | Type of School | Name of School and State | From | To | Major Area of Study | Graduated or Degree Obtained | Mo/Day/Yr Date of Degree | GPA | |
|--|--|--------------------------|------|----|---------------------|------------------------------|--------------------------|-----|--|
| | High or Preparatory | | | | | | | | |
| | College (s) | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Other – Special Schools Education and Training | | | | | | | | |
| <p>List any skills, licenses, and certificates which are related to the job you seek with which you are proficient: Equipment you have operated: (Circle) Fax ~ Computers ~ Copier ~ Dictaphone ~ Scanners</p> <p>Computer Skills: Hardware _____ Programming Languages _____</p> <p>Software: (Circle) Microsoft Word ~ Excel ~ Access ~ PowerPoint ~ Publisher ~ Internet ~ Adobe PageMaker ~ Omni Page Pro ~ Macintosh</p> <p>_____ From _____ To _____ Profession/Subject Certification License/Registration Number Period of Licensure</p> | | | | | | | | | |

EXPERIENCE RECORD

Resume cannot be substituted for completed application.

| STUDENT TEACHING EXPERIENCE – WITHIN THE LAST 2 YEARS | | | | |
|---|------------------------------|-------|----------------------------|-------|
| Name of School | School Division/ City/County | State | Grade Level and/or Subject | Dates |
| | | | | |

Greer Middle College Charter High School does not discriminate on the basis of age, race, sex, color, handicap, religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities. The use of tobacco products in Greer Middle College Charter High School is prohibited.

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Describe your work experience in detail, beginning with your current or most recent job. Provide an explanation for any gaps of employment. **All information in this section must be complete.**

#1

Name of Employer _____

Address _____ Phone () _____

Job Title _____ Supervisor's Name _____

Date Hired _____ Date Separated _____ Salary _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

#2

Name of Employer _____

Address _____ Phone () _____

Job Title _____ Supervisor's Name _____

Date Hired _____ Date Separated _____ Salary _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

#3

Name of Employer _____

Address _____ Phone () _____

Job Title _____ Supervisor's Name _____

Date Hired _____ Date Separated _____ Salary _____

May we contact this employer? Yes No

Job Duties (give details)

Reason for Leaving

| | |
|---|---------------------------------------|
| Teaching/Administrative Experience | Total South Carolina Experience _____ |
| | Total of All Experience _____ |

| LANGUAGE SKILLS | | |
|--|---------------------------------|------|
| What languages do you speak, read, and write? _____ | Speak | Read |
| Have you taught English to speakers of other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, what language(s)? _____ | |
| | Write | |

| | |
|---|--|
| IMPORTANT – Please give a personal statement below in your <u>handwriting</u>. Include your estimation of your qualifications (strengths and Weakness), your thoughts of the direction which this field should take today and in the future, and your role in effecting these changes. | |
| P E R S O N A L S T A T E M E N T | |

S. C. Law prohibits employment of applicants who have defaulted on student loans unless they can prove that satisfactory arrangements have been made for repayment. Greer Middle College Charter High School complies with Section 59-26-40 of the South Carolina Code of Laws, which states:

Prior to the initial employment of a teacher, the school shall request a criminal record history from the South Carolina Law Enforcement Division for past convictions of any crime listed in Chapter 3 of Title 16, Offenses Against the Person, any crime listed in Chapter 15 of Title 16, Offenses Against Morality and Decency, and for the crime of contributing to the delinquency of a minor, contained in Section 16-17-490.

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It is the applicant’s responsibility to have the following information provided to Greer Middle College Charter High School in order to be considered for employment:

- A. Transcripts – undergraduate and/or graduate.
- B. List below work related reference sources and forward the enclosed reference forms to these individuals. One reference must include current employer if employed, or last employer if not currently employed. **No co-workers.** All references are confidential.
- C. Applicants with educational work experience must provide confidential recommendation from principals, assistant principals, and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references, from last contracted experience. Former employees of this school must provide a reference from last supervisor. Please list references below who will complete the reference forms.
- D. Applicants who are beginning teachers must include two confidential references from their student teaching supervisor (s), cooperating teacher (s), principal or current employer. Please list below.

| Name of Reference | Position/Relationship | Mailing Address | Phone Number |
|-------------------|-----------------------|-----------------|--------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

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My signature below indicates that I have completed this application for employment accurately and truthfully. I understand that misrepresentation of factual information is cause for dismissal should I be employed by Greer Middle College Charter High School.

By my signature, I authorize Greer Middle College Charter High School to ask for and obtain from each former or present employer, person, firm, or corporation given as reference any and all information sought in connection with this application. I also authorize my former employer, person, firm, or corporation from whom such information is requested to supply Greer Middle College Charter High School with information concerning me, my work habits, character, skill, and actions in my transaction.

Your application will be considered active for 12 months following the date received.

Signature _____

Greer Middle College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Contact: James W. Dillard, Associate Principal Email: jdillard@greermiddlecollege.org Phone: 864-469-7571

Please return this application to:

Greer Middle College Charter High School
 138 W. McElhaney Rd.
 Taylors, SC 29687

