



HOME OF THE BLAZERS



EMPLOYMENT APPLICATION

GMC

GPA

Applying for: _____

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				
	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				

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		
If no score is available, list exam date .			
Academic Major: _____ Undergraduate GPA: _____ Graduate GPA _____			

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State Salary which you are willing to accept: _____ Date you could begin work? ____/____/____
 Are you presently employed with the State of SC? Yes No If yes, which agency? _____
 Have you ever been employed by the State of SC? Yes No If yes, dates: _____
 Were you a member of the SC Retirement System? Yes No
 Are you currently a member of the SC Retirement System? Yes No
 Are you currently under contract? Yes No If yes, where is your present position? _____
 At any time has your employment been terminated or has your contract not been renewed? Yes No
 If yes, explain _____
 Have you ever been refused an annual or continuing contract? Yes No
 If yes, explain _____
 Have you ever had a certificate suspended? Yes 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? Yes No If yes, please explain.
Offense Date Location

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

List Chronologically

E D U C A T I O N	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							

S K I L L	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		
	Computer Skills: Hardware _____ Programming Languages _____		
	Software: (Circle) Microsoft Word ~ Excel ~ Access ~ PowerPoint ~ Publisher ~ Internet ~ Adobe PageMaker ~ Omni Page Pro ~ Macintosh		
_____		From _____ To _____	
Profession/Subject Certification		License/Registration Number	Period of Licensure

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

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? _____

Have you taught English to speakers of other languages? Speak Read Write
Yes No If yes, what language(s)? _____

The 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 the school premises is prohibited.

IMPORTANT – Please give a personal statement below in your handwriting. 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.

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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/Greer Preparatory Academy 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/Greer Preparatory Academy 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 the 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/Greer Preparatory Academy..

By my signature, I authorize Greer Middle College Charter High School/Greer Preparatory Academy 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/Greer Preparatory Academy 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 _____

Please return this application to:

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

