



FACULTY AND STAFF APPLICATION

Date: _____

I. BIOGRAPHICAL INFORMATION: Social Security No.: _____

Name: _____
Last First Middle

Other names which may appear on application materials (e.g., nicknames, maiden names, etc.):

Current address:

Street City State, Zip

Permanent address (if different):

Street City State, Zip

Work phone: _____ **Home phone:** _____

Email:

Bilingual applicants, please list languages in which you are fluent:

Do you have the legal right to accept employment in the United States?

Yes No

If no, have you applied for work authorization?

Yes No

How did you learn about this position? _____

II. EMPLOYMENT PREFERENCE(S) Indicate below the area(s) in which you are qualified to teach:

Check preference: 9 10 11 12

As an independent school, Cristo Rey Atlanta Jesuit High School does not require state certification. To teach any particular subject, however, the following should be deemed pre-requisite: academic major or equivalent hours (at least 24 semester hours), and graduate degree or progress toward a graduate degree, or advanced certification.

Subject Area:

Do you have certification? Yes No



III. EDUCATIONAL PREPARATION: Begin with where you received your high school diploma.

Institution	State	Degree	Start Date	End Date	Major	Minor	GPA

IV. CERTIFICATION/LICENSURE (not required)

Georgia Certification

Type	Endorsements/Approved Areas	Expiration Date

Out of State Certification

Type	Endorsements/Approved Areas	State / Expiration Date

National Board Certification

Type	Endorsements/Approved Areas	State / Expiration Date

V. PROFESSIONAL EXPERIENCE (Must be completed in addition to résumé.)

Student Teaching Experience

Dates From/To	Name of School City/State	Grade level & Subject	Cooperating Teacher	Telephone & Email

List all teaching Experience (most recent first). Attach an additional page if necessary.

Dates From/To		Name of School City/State	Grade Level & Subject	Supervisor	Telephone & Email	Reason for Leaving

Employment Other Than Teaching (list most recent first; clarify gaps in employment)

Dates From/To		Employer and Address	Position	Supervisor Name & Telephone	Reason for Leaving

VI. EXTRA-CURRICULAR ACTIVITIES

List any clubs and/or activities you could direct or supervise:

List any sport(s) for which you are trained and /or qualified to coach:

VII. PROFESSIONAL REFERENCES (references MUST cover the past two years):
You may attach this information.

Name	Title	Date From / To	City/State	Work Telephone	Email	Home Telephone

VIII. BACKGROUND CHECK

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? Yes No
2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? Yes No
3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or have any charge or complaint now pending against you before any licensing, certification, or other regulatory agency or body, public or private. Yes No
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise), or by your current or any previous employer? Yes No

If any of the above statements have been answered *yes*, please explain:

Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for, will be considered.

X. SUPPORTING DOCUMENTS

Applications **must** include:

The following items may be submitted via attachment or by mail.

- ◆ Application Form: *The final page requires your handwritten signature.*
- ◆ A current and complete résumé (even if a résumé was previously submitted)

The following items must be submitted directly to Cristo Rey Atlanta Jesuit by the releasing parties (the writers or the institutions):

- ◆ Three letters of professional recommendation including letters from teaching supervisors. (If you do not have teaching experience, letters of professional reference are acceptable.) These **must** be sent by mail or email directly from your references to Cristo Rey Atlanta Jesuit.
- ◆ Legible **official** copies of transcripts **directly from a certified degree or certificate-granting institutions.**

XII. NOTIFICATION/AFFIDAVIT/SIGNATURE

My signature below indicates that **I HAVE READ, I UNDERSTAND, AND I AGREE** to the following:

Every answer I have provided on this application is both complete and truthful. I understand and agree that: (1) if any information is omitted from, or not filled in on this application, or if any false information is furnished, the school will reject my application; (2) if any false information is furnished, I will be ineligible for any consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the school, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for the school to determine my eligibility, qualifications, and suitability for employment, the school will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer and educational institution I have attended about my educational training, experience, qualification, job performance, professional conduct, and evaluations; as well as confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I could be rehired, reason for not rehiring (if applicable), and similar information.

If employed by the school, employment is conditional and rests upon (a) satisfactory pre-employment reference checks, (b) documentary proof of authorization to work in the United States, and (c) participation in all Faculty Orientation sessions prior to the opening of the school's program year (July 20, 2017).

Misrepresentation or omission of pertinent facts may be cause for termination. Parties providing this information will be released from any liability in connection with reference check made by the school.

I hereby certify that the information presented on this application is true, accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by agents of the school.

Applicant's signature

Date

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.