

TEACHING APPLICATION

The Creating Landscapes Learning Center
640 Walnut Street, Meadville PA 16335

Position Desired _____

Name _____
Last First Middle Social Security Number

Current Address _____
Street Phone

City State Zip Code

Permanent Address _____
Street Phone

City State Zip Code

E-mail Address _____

List, in order of preference, the grades, subjects, and/or positions for which you are applying:

1. _____ 2. _____ 3. _____

CERTIFICATION

(List all areas in which you hold valid Pennsylvania and/or out-of-state teaching certificates. Note: Applicants holding a certificate from another state must obtain a Pennsylvania Certificate in order to teach in Pennsylvania.)

| Area of Certification | Issuing State | Date Issued |
|-----------------------|---------------|-------------|
| | | |
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| | | |

Date available for employment _____

If not employed full time, are you interested in being placed on our Substitute List? (Yes/No) _____

EDUCATIONAL BACKGROUND

| | School and Location | Major/Minor | Diplomas, Degrees, or Credits Earned | GPA |
|--------------------|---------------------|-------------|--------------------------------------|-----|
| High School | | | | |
| College/University | | | | |
| College/University | | | | |
| Graduate Study | | | | |
| Graduate Study | | | | |

EMPLOYMENT EXPERIENCE

| Dates | | Employer – Name & Address | | Your Title |
|--------------------------|--|---------------------------|---------------------|---------------|
| From | | | | |
| To | | Phone | | |
| Work Performed: | | | Reason for Leaving: | |
| | | | | |
| Name/Title of Supervisor | | | | Final Salary: |
| | | | | |
| Dates | | Employer – Name & Address | | Your Title |
| From | | | | |
| To | | Phone | | |
| Work Performed: | | | Reason for Leaving: | |
| | | | | |
| Name/Title of Supervisor | | | | Final Salary: |
| | | | | |
| Dates | | Employer – Name & Address | | Your Title |
| From | | | | |
| To | | Phone | | |
| Work Performed: | | | Reason for Leaving: | |
| | | | | |
| Name/Title of Supervisor | | | | Final Salary: |
| | | | | |

ARTS EXPERIENCE

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If you have not been previously employed in a teaching position, please complete the following:

STUDENT OR PRACTICE TEACHING

| Grade/Subject Taught | Name and Address of School | 1. College Supervisor 2. Cooperating Teacher |
|----------------------|----------------------------|---|
| | | 1. |
| | | 2. |
| | | 1. |
| | | 2. |

Student Teaching References:

Please attach letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

REFERENCES

References should include superintendents, principals, or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

| Name | Position | E-mail Address | Telephone |
|------|----------|----------------|-----------|
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OTHER QUALIFICATIONS

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|--|
| <p>Summarize special job-related skills and qualifications acquired from employment or other experiences and/or state any additional information you feel may be helpful in considering your application (e.g. honors, awards, activities, technology skills, or professional development):</p> |
| |

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any questions, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of “nolo contendere” (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

| | Yes | No |
|---|--------------------------|--------------------------|
| Where you ever convicted of a criminal offense? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you current under charges for a criminal offense? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever forfeited bond or collateral in connection with a criminal offense? | <input type="checkbox"/> | <input type="checkbox"/> |
| Within the last 10 years, have you been fired from any job for any reasons? | <input type="checkbox"/> | <input type="checkbox"/> |
| Within the last 10 years, have you quit a job after being notified that you would be fired? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever been professionally disciplined in any state? <small>Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you subject to any visa or immigration status, which would prevent lawful employment? | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: If you answered “Yes” to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 COMPLIANCE (PA State Police Criminal Background Check)

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Pennsylvania State Police. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ACT 114 (Federal Criminal History Record)

Each applicant must submit with his/her employment application a copy of a Federal Criminal Record from the Federal Bureau of Investigation (FBI). Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ACT 151 CLEARANCE (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance from the Pennsylvania Department of Public Welfare. Prospective employees must submit ORIGINAL report, which may not be more than one (1) year old.

ESSAY

Please write an essay as described on page six. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of _____ (school district) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date _____ Signature of Candidate (in ink) _____

[Must be original]

Non-Discrimination Policy

All programs, policies, and services of The Learning Center will be administered without discrimination in regard to race, color, religion, national origin, sex, age, sexual orientation, or handicap status.

ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Educator
2. How The Arts Can Enhance an Educational Experience
3. How Team Teaching Benefits Both Students and Teachers

Signature _____

Name _____