



Job Application Form

I am applying for: (check all that apply)

Teacher Assistant

Teacher:

Grade/subjects(s) _____

Staff

Other: _____

Instructions: This form is to be completed by potential or new staff. Print clearly in black or blue ink. Answer all questions and attach all supporting documentation. Sign and date the form.

PERSONAL INFORMATION:

Name _____,
Last First Middle Maiden

Home Address _____
Street PO Box or Apt. #

City State Zip Code

Home/Cell Phone: _____ Work Phone: _____

Birth date: _____

Are you eligible to work in the United States? Yes ___ No ___

If you are under age 18, do you have an employment/age certificates? Yes ___ No ___

EDUCATION:

1. Did you complete high school? No ___ Yes ___ (attach copy of diploma, equivalency certificate or transcript)

2. Did you attend college? No ___ Yes ___ number of credits earned _____ (attach copy of transcript)

3. Did you earn a degree? No ___ Yes ___, year _____

Name of School: _____

Major: _____ Degree Earned: _____
(attach copy of transcript)

5. Do you have a teaching certificate or approval from the MD State Department of Education or another state? No ___ Yes ___ (attach copy of certificate or approval letter)

6. Have you been convicted of or pleaded no contest to a felony within the last five years?
No ___ Yes ___ If yes, please explain: _____

EXPERIENCE:

Please provide information about your experience working in a school or with children. Attach a current resume or documentation with the name of each employer, the position, and the length of the employment period.

Dates worked				Name of Employer	Address & Phone	Supervisor	Position
From		To					
Mo	Yr	Mo	Yr				

Skills and Qualifications: Please list any licenses, skills, training, and awards:

May We Contact Your Present Employer? No _____ Yes _____

References:

Name/Title Address Phone

POSITION/AVAILABILITY:

Position Applied For _____

Days/Hours Available

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Hours Available: from _____ to _____

What date are you available to start work? _____

STATEMENT OF TRUTH:

I understand false, misleading or omitted information provided or not provided on my application or at any time during the interview process may result in a refusal to hire or discharge in the event of employment.

Print Name

Signature

Date