

# APPLICATION FOR TEACHING POSITION

HARMONY GROVE PUBLIC SCHOOLS  
401 Ouachita 88  
Camden, AR 71701

Date \_\_\_\_\_ Social Security # \_\_\_\_\_

## PERSONAL

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone Number : \_\_\_\_\_  
(List at least two numbers.)

## POSITION DESIRED

Elementary School \_\_\_\_\_ Grade Preferred \_\_\_\_\_

Are there grades you would not accept? \_\_\_\_\_

High School (7-12) \_\_\_\_\_ Subjects \_\_\_\_\_

Other Positions \_\_\_\_\_

### **The following should be sent along with your application:**

- A small photograph (optional)
- College transcripts that show all work completed
- Copy of your NTE Scores or Praxis I and Praxis II Scores
- Copy of your teaching certificate or a letter from the college certifying officer stating your certification
- ½ page essay on your philosophy of teaching/learning (in your own handwriting on back of this application)

**HARMONY GROVE SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER**

## VETERAN'S INFORMATION

Are you a Veteran honorably discharged from a tour of active duty with the Armed Forces of the United States OR served honorably in the National Guard or Reserve Forces of the United States for a period of at least six (6) years?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

If you answered yes to the above question, please attach all documentation applicable from the following list:

- Form DD-214 indicating honorable discharge;
- A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
- Marriage license;
- Death certificate;
- Disability letter from the Veteran's Administration (in the case of an applicant with a service-connected disability)

NOTE: If applicant indicates veteran status, but does not supply all necessary and appropriate documentation for the claimed status, the applicant will not be given veteran's preference. The burden is on the applicant to claim veteran's status and supply all appropriate documentation.

**EDUCATION AND PROFESSIONAL TRAINING**

Name and location of school or institution	Date of Attendance	Degree or Diploma	Major Field	Minor Field	Semester Hours in Major	Semester Hours in Minor	Total Hours Credit
High School							
College/University							
Graduate							

Do you hold a teaching certificate valid in this state? No \_\_\_\_\_ Yes \_\_\_\_\_ What type is it? \_\_\_\_\_

Date of issue \_\_\_\_\_ Date of expiration \_\_\_\_\_

If you have no valid teaching certificate, has it been applied for? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to do graduate work? \_\_\_\_\_ Give last date in school \_\_\_\_\_

**TEACHING EXPERIENCE**

Name and location of school or institution	Grade or Subjects	Dates	Salary

Total years experience in Elementary School \_\_\_\_\_ Jr. High School \_\_\_\_\_ Sr. High School \_\_\_\_\_

In which of the above was your observation and practice teaching done? \_\_\_\_\_

Add by letter any additional information that will give a more complete estimate of your training, experience, character and ability. Testimonials in your possession may be included.

**OTHER WORK EXPERIENCE**

Please list any non-teaching work history:

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**SPECIAL QUALIFICATIONS**

List areas of endorsement that do not appear on your certificate (Subject Area)

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Are you a U. S. Citizen? \_\_\_\_\_ If no, explain status \_\_\_\_\_

Have you ever been convicted of felony (including any expunged sexual offenses)?

I certify that the information presented in this application is true. I understand that falsifying any information on this application is grounds for dismissal should I be employed by the Harmony Grove School District.

\_\_\_\_\_  
Signature of Applicant

**GENERAL FACTS**

Have you ever been terminated? \_\_\_\_\_ Had a non-renewal on your contract? \_\_\_\_\_  
If yes, why? \_\_\_\_\_ Where? \_\_\_\_\_  
Why do you wish to leave your present position? \_\_\_\_\_  
Why do you wish to teach here? \_\_\_\_\_  
When could you begin work here? \_\_\_\_\_

**PROFESSIONAL GROWTH**

What professional magazines do you read? \_\_\_\_\_  
\_\_\_\_\_  
What professional recognition have you had? \_\_\_\_\_

**FOR USE BY APPLICANT DESIRING ELEMENTARY POSITION**

What extra-curricular activities are you capable of sponsoring? \_\_\_\_\_  
\_\_\_\_\_

**FOR USE BY APPLICANT DESIRING HIGH SCHOOL POSITION**

Place a circle around any of the following which you are able to direct or coach successfully:

school plays      instrumental music      football      basketball      baseball  
softball      track      cheerleaders      yearbook  
vocal music      proms      club activities (State which.) \_\_\_\_\_  
other \_\_\_\_\_

**REFERENCES**

Give at least five references, including especially superintendents and principals under whom you have taught, who have first-hand knowledge of your character, personality, scholarship and teaching ability.

Name of Reference	Address (must be complete)	Phone	Position

**INFORMATION RELEASE WAIVER**

I hereby release the officers, agents, employees and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made to the superintendent and board members of the Harmony Grove School District. I understand and agree that this waiver includes any and all manners of actions that I may now have or may have in the future concerning such disclosures, regardless of their nature.

Applicant's Signature \_\_\_\_\_

When is the earliest/best time to arrange an interview? \_\_\_\_\_  
How long is this application to remain active? \_\_\_\_\_ years

## Essay