



# Malvern School District

1620 South Main Street Malvern, AR 72104  
 Phone: 501-332-7500 Fax: 501-332-7501

## Certified Position Application "We are an equal opportunity employer."

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

|                                    |               |                         |     |       |
|------------------------------------|---------------|-------------------------|-----|-------|
| Name:                              | Phone #       | Social Security Number: |     |       |
| Present Address:                   | City          | State                   | Zip | Until |
| Permanent Address:                 | City          | State                   | Zip | Until |
| Email Address                      |               |                         |     |       |
| If veteran, give length of service | From:         | To:                     |     |       |
| Branch of Service:                 |               |                         |     |       |
| Position applying for:             | Today's Date: |                         |     |       |

### ELEMENTARY TEACHER

|                  |     |     |     |     |     |
|------------------|-----|-----|-----|-----|-----|
| Grade Preference | (1) | (2) | (3) | (4) | (5) |
|------------------|-----|-----|-----|-----|-----|

### SECONDARY TEACHER

|                    |     |     |     |     |     |
|--------------------|-----|-----|-----|-----|-----|
| Subject Preference | (1) | (2) | (3) | (4) | (5) |
|--------------------|-----|-----|-----|-----|-----|

|  |
|--|
| List any honors received before or since graduation. |
|  |
|  |
|  |

|                 |                  |                             |
|-----------------|------------------|-----------------------------|
| Present Salary: | Expected Salary: | When could you begin work?: |
|-----------------|------------------|-----------------------------|

|  |
|--|
| If elected and conditions prove satisfactory, would you plan to teach here at least two years? |
|--|

### REFERENCES

|   | Name | Address | Phone Number | Occupation |
|---|------|---------|--------------|------------|
| 1 |      |         |              |            |
| 2 |      |         |              |            |
| 3 |      |         |              |            |
| 4 |      |         |              |            |
| 5 |      |         |              |            |

### Note: Office Use Only.

| Board Approved | Dates | School Year | Salary | Position Assigned | Building |
|----------------|-------|-------------|--------|-------------------|----------|
| Hired          |       |             |        |                   |          |
| Transferred    |       |             |        |                   |          |
| Retired        |       |             |        |                   |          |
| Resigned       |       |             |        |                   |          |

Be sure to include a copy of your teaching certificate with application.

**Note:** The applicant should exercise the greatest care in preparing this form. Information given herein becomes a legal part of the contract in case of election. Please do not omit any item.

## EDUCATIONAL HISTORY

| School /University<br><small>Order Taken</small> | Name | Location | Dates Attended |    | Degree Awarded | Year |
|--|------|----------|----------------|----|----------------|------|
|  |      |          | From           | To |                |      |
| High School                                      |      |          |                |    |                |      |
| College  |      |          |                |    |                |      |
| College  |      |          |                |    |                |      |
| Other  |      |          |                |    |                |      |
| Other  |      |          |                |    |                |      |
| Other  |      |          |                |    |                |      |

**CERTIFICATION (or eligibility for certification)**

Area of Certification \_\_\_\_\_ Date \_\_\_\_\_ State Issued By \_\_\_\_\_ Expires \_\_\_\_\_  
 Specifically Qualified To Teach \_\_\_\_\_

Majors (1) \_\_\_\_\_ Sem.Hrs. \_\_\_\_\_ (2) \_\_\_\_\_ Sem.Hrs. \_\_\_\_\_

Minors (1) \_\_\_\_\_ Sem.Hrs. \_\_\_\_\_ (2) \_\_\_\_\_ Sem.Hrs. \_\_\_\_\_

Overall Accumulative Point Average \_\_\_\_\_ Major Field Grade Point Average \_\_\_\_\_

**Degree** (Check highest level completed. Official transcript required.)

Bachelor     Bachelor +15     Master     Master +15     Other \_\_\_\_\_

**STUDENT OR PRACTICE TEACHING**

| School & Location | Grade/Subject | Length of Time |    | Mark | Critic Teacher Name & Address |
|-------------------|---------------|----------------|----|------|-------------------------------|
|                   |               | From           | To |      |                               |
|                   |               |                |    |      |                               |
|                   |               |                |    |      |                               |

**CONTRACTED LICENSED TEACHING EXPERIENCE**

| School | Location | Grade/Subject | Days       | Number | Length of Time |      |
|--------|----------|---------------|------------|--------|----------------|------|
|        |          |               | Contracted |        | Years          | From |
|        |          |               |            |        |                |      |
|        |          |               |            |        |                |      |
|        |          |               |            |        |                |      |
|        |          |               |            |        |                |      |
|        |          |               |            |        |                |      |
|        |          |               |            |        |                |      |

**NON-PROFESSIONAL EXPERIENCE**

What types of work experiences have you had outside of the teaching field?

| Employer and Location | Type of Work or Position | Length of Time |    | Number |
|-----------------------|--------------------------|----------------|----|--------|
|                       |                          | From           | To |        |
|                       |                          |                |    |        |
|                       |                          |                |    |        |
|                       |                          |                |    |        |
|                       |                          |                |    |        |

What extra-curricular activities have you participated in and feel you could direct?

|  |
|--|
|  |
|  |

**Activities**

|             |  |
|-------------|--|
| High School |  |
| College     |  |

**List all sports you can coach and the number of years you have coached each sport.**

|                      | Football | Basketball | Baseball | Softball | Soccer | Golf | Tennis | Track | Swimming | Wrestling | Physical Education | Intramurals |
|----------------------|----------|------------|----------|----------|--------|------|--------|-------|----------|-----------|--------------------|-------------|
| <b>Years Coached</b> |          |            |          |          |        |      |        |       |          |           |                    |             |

**Underline any of the following which you are able to coach or direct successfully: Orchestra, Band, Boys' Chorus, Girls' Chorus, Debate, Declamation, Dramatics, Football, Basketball, Baseball, Track, Tennis, Boxing, Wrestling, Cheerleading, Playground Activities.**

|                                   |  |
|-----------------------------------|--|
| <b>Hobbies</b>                    |  |
| <b>Special Interests</b>          |  |
| <b>Travel</b>                     |  |
| <b>Professional Organizations</b> |  |
| <b>Social Organizations</b>       |  |
| <b>Fraternal Organizations</b>    |  |
| <b>Other Activities</b>           |  |

| <b>Have you ever been convicted of a felony or are you now under indictment or information for a criminal offense?</b> |     |  |    |
|--|-----|--|----|
|  | YES |  | No |
| If yes, give details:  |     |  |    |
|  |     |  |    |
|  |     |  |    |

| <b>Have you ever been discharged or asked to resign from any position(s)? (List each and every employer.)</b> |     |  |    |
|---|-----|--|----|
|   | YES |  | No |
| If yes, give details:   |     |  |    |
|   |     |  |    |
|   |     |  |    |

| <b>Have you ever contracted with a school district but had your employment terminated?</b> |     |  |    |
|--|-----|--|----|
|  | YES |  | No |
| If yes, give details:  |     |  |    |
|  |     |  |    |

I authorize investigation of all statements contained in this application. I understand misrepresentation or omission of facts called for is cause for dismissal without notice at any time during my employment.

I agree, if employed, to follow all policies of the Malvern School District.

I agree to promptly notify the Malvern School District of any changes including address or phone number(s) during my employment.

I certify that the information I have provided to the foregoing questions is true and correct and that no attempt has been made to conceal pertinent information. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I authorize my former employers and personal references to provide any information that they may have regarding me, whether or not it is in my personnel file. I hereby release them and their company or school district or its employees or anyone from all liability for divulging same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Upon employment we will need a copy of your driver's license and social security card. We can make copies of these documents for you in our office.*

*Arkansas Act 1314 of 1997 requires criminal background checks as a condition of initial employment for local school districts.*

*Forms necessary for the background check may be obtained at the Superintendent's office.*

