



STANDARD APPLICATION For Administration Position in Spanish for fun! Inc.

(PLEASE PRINT OR TYPE)

WHICH LOCATION
WOULD YOU LIKE TO
WORK?

- Cary Glenwood
 Wake Forest Duraleigh

POSITION DESIRED

- Director
 Assistant Director

DATE:

NAME

LAST FIRST MIDDLE

PRESENT ADDRESS

_____ STREET _____ (AREA CODE) TELEPHONE
 _____ CITY STATE _____ ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE)

LIST, IN ORDER OF PREFERENCE, THE AGE GROUP AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATION

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

DATE AVAILABLE FOR EMPLOYMENT

IF YOU ARE NOT EMPLOYED FULL TIME, ARE YOU INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST?

- LONG-TERM YES NO SHORT-TERM YES NO

DID YOU COMPLETE THIS APPLICATION YOURSELF

- YES NO

IF NOT, WHO DID?

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:

Please list activities that you are qualified to supervise or coach:

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

STUDENT OR PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

Student Teaching References:

Please attach photocopies of 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 or the director 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.

May we contact your present employer? Yes No

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, 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.

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professional 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.

Are you legally eligible for employment in the United States? Yes No

If offered employment, you will be required to provide documentation to verify eligibility.

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation below or 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.

Reason:

DHHS Criminal Background Check

House Bill (HB) 737 legislation made criminal record checks a pre-service requirement for any person who:

- Is employed by or seeks to be employed by a child care facility, whether in temporary or permanent capacity, including substitute providers;
- Owns, operates, or seeks to own or operate a child care center, center in a residence, or family child care home; or
- Is a member of the household age 16 and older in a family child care home, or center in a residence, including family members and nonfamily members who use the home on a permanent or temporary basis as their place of residence; or
- Seeks to be an uncompensated provider who is counted in staff/child ratio or left alone with children in a child care facility.

Steps for submitting information to DCDEE for a criminal record check. All new applicants and applicants applying for a 3 year re-qualification must submit the following:

Receipt for Federal Criminal Record Check - Individuals must go to the [Online Payment for CRC website](#) and pay by credit card for the federal criminal record check. A copy of the payment confirmation must be printed and included in the criminal record check packet mailed to the DCDEE office.

Completed Live Scan forms or manual Fingerprint card - Individuals must go to their local law enforcement office and get fingerprints completed. Fingerprints can be completed by Live Scan or by manual printing. Most law enforcement agencies are now using Live Scan. Applicants must complete the Live Scan application and release form and submit them to law enforcement at the time the fingerprints are scanned. These forms must be included in the criminal record check packet mailed to the DCDEE office. The Live Scan forms are located below. Prints that are completed electronically through Live Scan are sent directly to the SBI office for processing. Prints manually rolled must be completed on a FD258 fingerprint card.

DHHS 004 ID form (purple bubble sheet) - Individuals must complete an original Information Sheet (DHHS 004 form) - new purple bubble form. Original copy of the form can be obtained from the Division, local R&R agencies, or from your child care employer.

Important: An individual must submit together all three items listed above for DCDEE to process a criminal record check: (1) Fingerprints—either manual FD258 fingerprint card or certified Live Scan release form, (2) Completed and accurate **purple** bubble sheet, and (3) Receipt of payment for the federal check. Out of state resident must also include the local report from their county of residence. **The individual's full, legal name must be written/signed exactly the same on all three items. If name is hyphenated, it must be hyphenated on all paperwork.**

Prospective employees must submit documents, which may not be more than one 90 days 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 Spanish for fun! 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. 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]



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. My Philosophy of Student Discipline.
3. The Importance of Continuing Professional Development and How I Plan to Incorporate It Throughout My Career.
4. Essential Elements of Instruction, Administration or Area of Certification.
5. How Information Technology (i.e., computers, Internet) Can Be Integrated into the Instructional Process and Curriculum.

Essay # :

Signature _____

Name _____