



Nathanael Greene Academy

Post Office Box 109
Siloam, Georgia 30665
Telephone: 706-467-2147

Dear Applicant:

Thank you for your interest in a position with Nathanael Greene Academy. Enclosed you will find an application which you may fill out and return to us. In order to process your application promptly, the procedures listed below must be followed:

1. All requested information on the application must be completed. Each reference must include a name, street address, city, state, zip code, and phone number.
2. When a vacancy is anticipated, the applicants whose credentials and experience are best suited for the vacancy will be notified for an interview. Your application will be on active file for one school year.

Thank you for your interest in Nathanael Greene Academy.

Sincerely,

Mr. Robert Bradley
Head of School

1. _____
2. _____
3. _____
4. _____

Nathanael Greene Academy

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APPLICATION CLASSIFIED AND OTHER NON-CONTRACTED PERSONNEL

Name: _____ Social Security # _____
Last First Middle

Home Address: _____
Street City State Zip

NOTE: An application is considered incomplete until all information has been received. This includes two work-related references, a signed criminal background check form, proof of highest level of education, and a completed and signed application. This application and all materials submitted with this application become the property of Nathanael Greene Academy.

Phone Number: _____ Cell Phone Number: _____

Email Address: _____ Date Available for Employment: _____

Applying for position as:

Secretary/Bookkeeper Food Service Substitute
 Custodian Bus Driver/Monitor Other _____
 Paraprofessional * **Attach college transcript showing Associates Degree or higher, 2 completed years of college(60 semester/90 quarter hours) OR passing score on the paraprofessional assessment.**

Please answer the following:

- Why are you seeking employment with Nathanael Greene Academy? _____
- Are you legally eligible to work in the United States? _____
- Are you a previous employee of Nathanael Greene Academy? _____ If YES, when? _____
Position? _____
- Do you have relatives employed by Nathanael Greene Academy? _____ If YES, who? _____ (We will not employ anyone such that they are supervised by relatives.)

Each of the following questions must be answered with a "yes" or "no". If any answer is "yes", please attach an explanation.	Yes or No
1. Have you ever been dismissed or fired from a job?	
2. Have you ever received an unsatisfactory performance evaluation from an employer?	
3. Have you ever received a dishonorable discharge from the armed services?	
4. Have you ever been found guilty, entered a plea of <i>nolo contendere</i> , been granted first offender treatment without adjudication of guilt, been placed under a court order whereby an adjudication or sentence was otherwise withheld for any misdemeanor involving moral turpitude or for any felony, or is any charge currently pending against you, including issuance of a bad check? (Excluding minor traffic offenses.)	
5. Have you ever been investigated for any act of alleged discrimination including discrimination on account of race, color, gender, religion, age, national origin, or handicapping condition?	
6. Have you ever been investigated for allegations of sexual harassment?	
7. Have you ever been accused and/or investigated for a crime of child abuse or physical abuse?	

Nathanael Greene Academy does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, handicap, or disability in its educational programs, activities, or employment practices.

Below are specialized questions for various classified positions. Check the position(s) for which you are applying and complete only the section which pertains to that position(s).

Secretary **Bookkeeper:** Typing/Keyboarding words per minute: _____ Shorthand words per minute: _____
 Skills/experience: MS Word _____ MS Works _____ MS Excel _____ MS Access _____
 MS Power Point _____ MS Office _____ Email _____ Filing _____
 Accounts Payable _____ Payroll _____ General Ledger _____ Purchase Orders _____
 Bank Reconciliations _____ Cash Receipts _____ Other _____

Paraprofessional:
 Area of preference: Grade Level: K-5 _____ 6-8 _____ 9-12 _____
 Special Education _____ Media _____
 Do you hold a teaching certificate? Yes _____ No _____ State _____ Expiration date _____
 Do you hold a paraprofessional certificate? Yes _____ No _____ **One of the following requirements must accompany application: College transcript showing Associates Degree or higher, 2 completed years of college(60 semester/90 quarter hours) OR passing score on the paraprofessional assessment.**

Maintenance/Grounds **Custodian** **Bus Driver:** Type of driver's license: Veteran's _____ Regular _____ CDL _____
 Class: I _____ III _____ IV _____ V _____ Driver's License No. _____ Expires _____
 Skill Area: Carpentry _____ Electrical _____ Grounds _____ HVAC _____ Mechanic _____
 Plumbing _____ Other _____

Have you ever been convicted of driving under the influence of alcohol or drugs? Yes _____ No _____
 Have you ever been denied a driver's license or permit? Yes _____ No _____
 Has your driver's license or permit ever been revoked or suspended? Yes _____ No _____
 Has your driving privilege ever been limited by court action? Yes _____ No _____
 Have you been involved in a traffic accident in the past three years where you were the driver? Yes _____ No _____

In the event that you are employed as a bus driver: Are you willing to attend a training course at your own expense to become eligible to drive a school bus? _____ Yes _____ No

Please note: State and federal laws require bus drivers and others in safety-sensitive functions to participate in planned and random testing for alcohol and prohibited substances.

Food Service: Food Service Worker _____ Manager _____ School Preference _____
 Have you ever worked in a school lunchroom? Yes _____ No _____
 Are you able to lift 35 pounds by yourself and 50 pounds with help? Yes _____ No _____
 Can you stand for long periods of time (4 plus hours) on hard surfaces? Yes _____ No _____
 Are you willing to be a substitute in the food service area? Yes _____ No _____
 Are you willing to obtain a doctor's statement (dated within the last six months) stating that you can perform the duties of standing, lifting, and carrying? Yes _____ No _____
 Do you have reliable transportation to work daily? Yes _____ No _____

Education	School Name/Location	Highest Grade	Year Attended	Major/Diploma
High School *				
College/Vocational School *				
Other *				



* Attach a copy of diploma, degree, or transcript as proof of highest level of education.

Work Experience (Begin with most recent job.) Continue on separate sheet if necessary.

1.	_____	_____	_____	_____
	Current (or last) employer	City & State	Begin Date	End Date
	_____	_____	_____	_____
	Position	Reason for Leaving	Supervisor's Name	Telephone
2.	_____	_____	_____	_____
	Employer	City & State	Begin Date	End Date
	_____	_____	_____	_____
	Position	Reason for Leaving	Supervisor's Name	Telephone
3.	_____	_____	_____	_____

References: List three former employers from whom we can verify references. At least one must have been a supervisor. Personal references cannot be substituted.

Name _____	Phone _____
Address _____	Position _____
Name _____	Phone _____
Address _____	Position _____
Name _____	Phone _____
Address _____	Position _____

Applicant Signature Statement

I certify that the information contained in this application is true and accurate to the best of my knowledge. I understand that misrepresentation or omission of information will be cause for termination from Nathanael Greene Academy. Previous employers may be contacted to discuss my employment record. If employed, I agree to abide by the policies and regulations of Nathanael Greene Academy.

_____	_____
Date	Signature

Nathanael Greene Academy

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Date _____

GCIC

CONSENT FORM

Nathanael Greene Academy certifies that the use of this requested information will be used solely for investigative purposes in determination of the named individual's fitness to teach in the State of Georgia. Please certify that the criminal history record is a true and correct copy of the criminal history information obtained from the Georgia Crime Information Center (GCIC). I hereby authorize Nathanael Greene Academy to receive any criminal history record information pertaining to me that may be in the files of any state or local criminal justice agency in Georgia.

Last Name First Name Middle Initial Date of Birth

Other Names Used (If Applicable) Social Security Number

Street or Post Office Address Sex Race

City State Zip Code Signature

Please return this form completed and signed along with your application to Nathanael Greene Academy.

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Falsification or Misrepresentation on Job Application

Nathanael Greene Academy wishes to inform all potential new employees that it is very important that all questions on the application be answered truthfully and to the best of their knowledge.

If you have been arrested or convicted of a felony or misdemeanor anytime in the past, your criminal background check will reveal this, even if you have been told the record has been expunged or dismissed. If you have not responded truthfully to this question or any other question on the application, you may be immediately terminated or not employed with Nathanael Greene Academy.

If there is a possibility that you have had an arrest or conviction in the past and failed to indicate such, you may do so now. Provide a written explanation including the charge, conviction, sentence received and the date. A copy of your final documentation may be required.

Arrest(s) or conviction(s) _____ Yes _____ No

Explain below:

Please sign below and return with your application.

_____ Signature

_____ Date