



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. A transcript of all college courses should accompany the application. We will accept unofficial transcripts for our files.
3. Include a copy of your teaching certification,
4. 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 two school years. After then your application becomes inactive and is destroyed, unless you request by September 1st, in writing, that it remain active.

Thank you for your interest in Nathanael Greene Academy.

Sincerely,

Mr. Robert Bradley
Head of School

APPLICATION FOR PROFESSIONAL EMPLOYMENT

Nathanael Greene Academy, PO Box 109, Siloam, GA 30665

Telephone # (706) 467-2147

Fax # (706) 467-2147

PLEASE PRINT IN INK OR TYPE

DEPARTMENT USE ONLY

Date Interviewed: _____

Interviewer: _____

Location: _____

RETURN TO:
Nathanael Greene Academy

I. PERSONAL INFORMATION

Date of Application: _____ Date Available for Employment: _____

Name: _____ Social Security No.: _____
Last First Middle__

Mailing Address: _____
Street City State Zip Code

Email Address: _____
Home Telephone Number: _____ School/Business/Office Telephone: _____

II. POSITION INFORMATION

Check All Positions For Which You Are Applying:

_____ Kindergarten	_____ High, Grades 9-12 (Subject: _____)	_____ Counselor
_____ Elementary, grades 1-3	_____ Foreign Language (Language: _____)	_____ Administrator
_____ Elementary, grades 4-5	_____ Special Education (Area: _____)	
_____ Middle, grades 6-8	_____ Media Specialist	
_____ Concentration (s) _____	_____ Other: _____	

Check Extracurricular Activities You May Be Interested in Sponsoring:

_____ Year Book	_____ Drill Team/Flag Corps/Majorettes	_____ Clubs (Science, Art, etc.)
_____ Newspaper	_____ Speech/Drama	_____ Cheerleading
_____ Other _____	_____ Coach (Sport: _____)	

III. EDUCATIONAL BACKGROUND

HIGH SCHOOL: _____ Location: _____

COLLEGE (*Enclose a Copy of Your College Transcripts*)

Name of Institution	Location	Level of Degree/Diploma	Major	Minor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List Special Honors or Distinctions You Have Received in the Following:

High School: _____

College:

Community and Professional:

List Professional Organizations to Which You Belong:

10/6/05

IV. CERTIFICATE AND LICENSE INFORMATION

List All Valid Certifications (Enclose a Copy of Your Certificates)

Type of Certificate	Fields	Date Issued	Expiration Date	State
Teaching, Leadership, Service				

Answer "Yes", "No", or "N/A" (not applicable) to the Following Questions:	YES	NO	N/A
Are you currently under contract in another school district? School District: _____			
Are you legally authorized to work in the U.S. on a full-time basis? (If employed, you will be required to complete an Employment Eligibility Verification Form (Form I-9) and produce documentation of your identity and authorization to work)			
Have you taken the Georgia Teacher Certification Test/PRAXIS II in your field?			
Did you pass? (Please enclose a copy of your test results.)			
Do you have tenure in your present position?			

All of the following questions must be answered "YES", "No" or N/A (non-applicable) Attach an explanation for each "YES" response. Use an additional sheet if necessary.	YES	NO	N/A
Have you ever been dismissed, non-renewed, terminated or resigned while under investigation for allegations of or commission of any misdemeanor involving moral turpitude or a violation of any profession's code of ethics?			
Have you ever received an unsatisfactory performance evaluation?			
Do you have any charges pending against you for committing a felony, a misdemeanor involving moral turpitude or a violation of any profession's code of ethics?			
Have you ever had <u>any</u> adverse action (i.e. warning, reprimand, suspension, revocation, voluntary surrender, etc.) taken against any professional certificate or license by <u>any</u> agency (in any state) other than the Georgia Professional Standards Commission?			
For any felony or for any misdemeanor offense involving moral turpitude, have you ever: * Pled guilty * Been found guilty * Entered a plea of nolo contendere * Participated in a pre-trial diversion Program * Been granted first offender treatment without adjudication of guilt * Been placed under a court order whereby an adjudication or sentence was withheld?			

V. EXPERIENCE

A. STUDENT TEACHING EXPERIENCE (If still in College or Have No Other Teaching Experience)

THIS SECTION MUST BE COMPLETED IN APPLICANT'S HANDWRITING

Describe your teaching experiences (or other experiences) that you feel have significantly contributed to your preparation for the position you seek.

If employed, what strengths would you bring to Nathanael Greene Academy?

IX. REFERENCES

Persons listed as references should be qualified to answer questions concerning your qualifications for the position you seek.

Include principals and supervisors under whom you have taught. If you are a beginning teacher, include your supervising teacher, college supervisor, and /or major professors. Do not include neighbors, friends, or relatives. You must list your most recent supervisor.

***COMPLETE ADDRESSES ARE REQUIRED INCLUDING ZIP CODES. PLEASE PRINT OR TYPE REFERENCES.**

1) _____ () _____

()

(Name)

(Title)

Telephone: School

Home



____ (Street) _____ (City) _____ (State) _____ (Zip)

2) _____ () _____

____ (Name) _____ (Title) Telephone: School _____ Home

____ (Street) _____ (City) _____ (State) _____ (Zip)

3) _____ () _____

____ (Name) _____ (Title) Telephone: School _____ Home

____ (Street) _____ (City) _____ (State) _____ (Zip)

4) _____ () _____

____ (Name) _____ (Title) Telephone: School _____ Home

____ (Street) _____ (City) _____ (State) _____ (Zip)

X. APPLICANT SIGNATURE STATEMENT

I certify that the information recorded on this application is accurate to the best of my knowledge. Misrepresentation or omission of information is cause for termination from Nathanael Greene Academy. I authorize full investigation of the information given in this application, including previous employers, schools attended, court officials and law enforcement authorities. I agree to abide by the policies and regulations of Nathanael Greene Academy.

I understand that in the event I am offered a position with Nathanael Greene Academy and that certification by the Professional Standards Commission is required, I will be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e) (1).

I further understand that the information obtained from the criminal background check may be used in employment decisions.

I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.

DATE _____ SIGNATURE OF APPLICANT _____

Nathanael Greene Academy

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

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.



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