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# Melbourne School District

PO Box 250  
Melbourne, AR 72556



Phone: (870)368-7070  
Fax: (870)368-7071

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## CERTIFIED APPLICATION

Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Major Field: \_\_\_\_\_

Grade Level(s) of Subject: \_\_\_\_\_

Degree: \_\_\_\_\_

## PERSONAL INFORMATION

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
(Legal name as it appears on social security card)		
<b>Street Address</b>	<b>City/ State</b>	<b>Zip Code</b>
<b>Mailing Address</b>	<b>City/State</b>	<b>Zip code</b>
<b>Home Phone #:</b>	<b>Cell Phone #:</b>	
<b>E-Mail Address:</b>		

## POSITION DESIRED

<b>Elementary School:</b>	<b>Subject/Grade:</b>
<b>Middle School:</b>	<b>Subject:</b>
<b>High School:</b>	<b>Subject:</b>
<b>List all other areas of certification:</b>	
<b>Would you be interested in teaching in any of these other areas of certification:</b>	
<b>If yes, please list:</b>	

Do you hold an Arkansas teaching certification without deficiencies? Yes  No

If yes, expiration date of the certificate: \_\_\_\_\_

Have you ever had your license revoked? Yes  No  In another state? Yes  No

Have you ever been on an ALP? Yes  No

If yes, for what area(s): \_\_\_\_\_

Have you ever been charged or convicted of a felony? Yes  No

If yes, explain: \_\_\_\_\_

Have you ever been charged with a misdemeanor other than a traffic violation? Yes  No

If yes, explain: \_\_\_\_\_

**EDUCATION AND PROFESSIONAL TRAINING**

<b>High School</b>	<b>Date</b>	<b>Degree or Diploma</b>
<b>College or University</b>	<b>Date</b>	<b>Degree or Diploma</b>
<b>College or University</b>	<b>Date</b>	<b>Degree or Diploma</b>
<b>Graduate Work</b>	<b>Date</b>	<b>Degree or Diploma</b>

<b>Undergraduate Area of Specialization</b>	
<b>Major</b>	
<b>Minor</b>	

<b>Graduate Area of Specialization</b>	
<b>Major</b>	
<b>Minor</b>	

<b>PRACTICE TEACHING</b>	
<b>Name of School</b>	
<b>Date</b>	
<b>Grade or Subject Taught</b>	
<b>Name of Supervising Teacher</b>	
<b>Name of Principal</b>	

<b>TEACHING EXPERIENCE</b>	
<b>Name of School</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Number of Months/Years Experience</b>	
<b>Subjects or Grade Taught</b>	
<b>Was the Position</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>
<b>Reason for Leaving</b>	

**TEACHING EXPERIENCE Cont:**

<b>Name of School</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Number of Months/Years Experience</b>	
<b>Subjects or Grade Taught</b>	
<b>Was the Position</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>
<b>Reason for Leaving</b>	

<b>Name of School</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Number of Months/Years Experience</b>	
<b>Subjects or Grade Taught</b>	
<b>Was the Position</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>
<b>Reason for Leaving</b>	

<b>Name of School</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Number of Months/Years Experience</b>	
<b>Subjects or Grade Taught</b>	
<b>Was the Position</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>
<b>Reason for Leaving</b>	

<b>Name of School</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Number of Months/Years Experience</b>	
<b>Subjects or Grade Taught</b>	
<b>Was the Position</b>	<b>Full Time</b> <input type="checkbox"/> <b>Part Time</b> <input type="checkbox"/>
<b>Reason for Leaving</b>	

**MILITARY SERVICE**

<b>Branch of Service</b>	
<b>Inclusive Date</b>	<b>From:</b> <b>To:</b>
<b>Rank or Position Held</b>	

<b>OTHER NON-TEACHING EXPERIENCE</b>	
<b>Name of Employer</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Position Held</b>	
<b>Reason for Leaving</b>	

<b>Name of Employer</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Position Held</b>	
<b>Reason for Leaving</b>	

<b>Name of Employer</b>	
<b>Address</b>	
<b>Inclusive Dates</b>	<b>From:</b> <b>To:</b>
<b>Position Held</b>	
<b>Reason for Leaving</b>	

**GENERAL FACTS**

Have you ever failed to be renewed or been terminated? Yes  No

If yes, where? \_\_\_\_\_

If yes, why? \_\_\_\_\_

Why do you wish to leave your present position? \_\_\_\_\_

When could you begin work here? \_\_\_\_\_

What salary are you receiving now? \_\_\_\_\_

Annual salary of last teaching position held: \_\_\_\_\_

What salary do you expect to receive here? \_\_\_\_\_

List activity or activities you would be willing to sponsor: \_\_\_\_\_

If you are applying for a position that could require you to obtain a CDL are you willing to do so? Yes  No

**REFERENCES**

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

<b>Name:</b>	<b>Official Position:</b>
<b>Address:</b>	<b>Phone #:</b>

<b>Name:</b>	<b>Official Position:</b>
<b>Address:</b>	<b>Phone #:</b>

<b>Name:</b>	<b>Official Position:</b>
<b>Address:</b>	<b>Phone #:</b>

<b>Name:</b>	<b>Official Position:</b>
<b>Address:</b>	<b>Phone #:</b>

<b>Name:</b>	<b>Official Position:</b>
<b>Address:</b>	<b>Phone #:</b>

**Applicant's Acknowledgement, Authorization, and Release**

Read carefully before signing

Application forms are made available to all who request them, regardless of existing vacancies. The issuance of such forms does not signify that the applicant is under consideration for employment. An application remains active for a period of one year and must be renewed following this period.

I authorize investigation of all statements contained in this application. I understand misrepresentation, falsification, or omission of facts called for is cause for dismissal without notice at any time during my employment. I also understand that some jobs require special background checks prior to my employment and that failure to meet these requirements may lead to my rejection as an applicant for that job.

I agree, if employed, to follow all rules and regulations of the district.

I agree to promptly notify the district of any change of address during my employment.

I certify that the information given by me in this application is true and correct without omissions of any kind.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Equal Opportunity Employment**

Melbourne School District is an Equal Opportunity Employer. Educational programs and activities of the Melbourne School District shall be operated in such a manner that discrimination on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information will not exist in its admission or employment practices.

Please write a brief statement which would include your reasons for choosing teaching as a profession and your basic philosophy of education in relation to you particular field.  
(Handwritten)