



Application for Employment

1240 Luckney Road Flowood, MS 39232

P: (601) 992-5333. F:

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date of Birth: _____ Social Security No.: _____

Denomination: _____ Church Membership: _____

Marital Status: _____ Number of Children (if applicable) _____ Ages of children: _____

Position Applied for: _____ Date available: _____

Are you a citizen of the United States? YES NO

Have you ever worked at Hartfield Academy? YES NO

Have you ever been convicted of a felony? YES NO

Have you ever been suspended, dismissed, fired, or discharged from a position of employment?? YES NO

Have you ever had a teacher certificate suspended or revoked? YES NO

Have you ever been asked to resign from employment? YES NO

Have you ever been arrested or convicted of any violation of the law other than a minor traffic ticket? YES NO

Do you have any pending charges against you? YES NO

If you answered yes to any of the above, please explain: _____

If you have been a professional educator, why do you desire a change from your present? _____

If you have school aged children, do you intend for them to attend Hartfield? YES NO

If you marked "No," please explain: _____

CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID MISSISSIPPI AND/OR OUT-OF-STATE TEACHING CERTIFICATES.)		
AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

Have you acquired tenure in teaching? _____

If yes, in what school of district? _____

If you are not employed full-time, are you interested in being placed on our substitute list? YES NO

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				

STUDENT OR PRACTICE TEACHING

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

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

EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

DATE	NAME OF EMPLOYER AND ADDRESS	YOUR TITLE
FROM		
TO	(AREA CODE) TELEPHONE:	
WORK PERFORMED		REASON FOR LEAVING
NAME & TITLE OF SUPERVISOR:		SALARY:
DATE	NAME OF EMPLOYER AND ADDRESS	YOUR TITLE
FROM		FROM
TO	(AREA CODE) TELEPHONE:	TO
WORK PERFORMED		REASON FOR LEAVING
NAME & TITLE OF SUPERVISOR:		SALARY:
DATE	NAME OF EMPLOYER AND ADDRESS	YOUR TITLE
FROM		
TO	(AREA CODE) TELEPHONE:	
WORK PERFORMED		REASON FOR LEAVING

NAME & TITLE OF SUPERVISOR: _____	
SALARY: _____	

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 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.

Student Teaching References: Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

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

Are you willing to assist in sponsoring extracurricular activities?

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:

CHRISTIAN COMMITMENT AND TESTIMONY

Please explain who Jesus Christ is:

Why do you consider yourself a Christian?

How does one gain eternal life?

In a paragraph or two, explain how you go about making your teaching distinctively Christian?

ESSAY

We are interested in your ability to organize and express thoughts on specific topics in a succinct manner. Please select one of the following topics and write an essay to be attached to your application.

1. The most important qualities of an outstanding educator.
2. My philosophy of student discipline.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

To apply for this position: Qualified candidates may send the following items by fax or email to the address listed below:

- Letter of Intent
- Completed Employment Application
- Statement of Faith
- Resume
- References

Hartfield Academy
1240 Luckney Road
Flowood, MS 39232
Attention: Employment Applications
Fax: 601-992-5320
Email: info@hartfield.org



Evaluation Form

Please copy, distribute and return to:

Hartfield Academy
 1240 Luckney Road
 Flowood, MS 39232

_____ is applying for a position in our school system.

Applicant

Please rate this applicant based on the criteria below by placing a checkmark under the appropriate column.
 Thank you in advance for your assistance.

	Exceptional	Good	Average	Needs Improvement	Unsatisfactory	Not Know
Willingness to work hard						
Understanding of students						
Rapport with students						
Rapport with fellow staff						
Classroom control						
Maturity of judgment						
Leadership ability						
Creativity						
Loyalty to school						
Tact						
Scholarship						
Personal appearance						
Evidence of Christian commitment						
Leadership in Church activities						

Length of acquaintanceship (Years)_____ (Months)_____. Dates of service: From _____ to _____.

If a former employee; why did applicant leave your employment? _____

Would you employ or reemploy? Yes or No **COMMENTS:** _____

Optional: For reasons that you may prefer to keep confidential, should we enlarge our search for the right person beyond this particular applicant: q Yes

Name (Please print): _____

Signed _____ Title _____ Date _____

Telephone (Day): _____ Email: _____ Organization: _____