

# Spring Creek Charter Academy

2500 Vada Rd., Bainbridge, GA (school location)

PO Box 332, Edison, GA 39846 (mailing address)

Phone: 229/354.4001 Fax: 229/835.2233

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## APPLICATION FOR CLASSIFIED POSITION

Date of Application \_\_\_\_\_ Date Available to Begin Work \_\_\_\_\_

### I. PERSONAL DATA (please print)

Name \_\_\_\_\_  
Last First Middle

SSN \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**If you are not a citizen of the United States of America, you must furnish a copy of your Permanent Residency Permit or other document allowing you to legally work in this country.**

### II. EMPLOYMENT (check all that apply)

Positions	Check here if you wish to apply for this position	Positions	Check here if you wish to apply for this position
Secretary		Bus Driver	
Office Clerk		Cafeteria Worker	
Data Clerk		Custodian	
Paraprofessional		Maintenance	
Substitute Teacher		Other _____	
Physical Education Instructor			

Check any extracurricular activities which you are willing to coach or sponsor:

\_\_ Academic Team \_\_ Drama \_\_ Beta Club \_\_ Literary Magazine \_\_ School Newspaper \_\_ Student Council  
\_\_ Yearbook \_\_ After School Program \_\_ Track \_\_ Cross Country \_\_ Soccer \_\_ Baseball \_\_ Softball \_\_ Football  
\_\_ Basketball \_\_ Cheerleading \_\_ Archery \_\_ Other: \_\_\_\_\_

If you are you proficient in languages other than English please list languages: \_\_\_\_\_

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### III. CERTIFICATION (For Paraprofessionals)

\*\*\*Please provide a copy of your PSC certificate with this application, if applicable. Paraprofessionals must be certified or eligible for certification.

- A. Certificate Expiration Date: \_\_\_\_\_
- B. Certificate type: \_\_\_\_\_
- C. Paraprofessionals: If you do not yet hold a certificate, you may be eligible for one by meeting the following:
- Number of semester hours in college \_\_\_\_\_ ( please provide a copy of transcripts)
  - Have you passed the Paraprofessional GACE? \_\_\_\_\_(please provide a copy of score reports)

### IV. GENERAL

- A. Are you presently under contract with any other school system? \_\_\_\_ Yes \_\_\_\_ No  
If yes, name the system, location, and date contract expires \_\_\_\_\_
- B. If now employed, why are you considering leaving your present position?  
\_\_\_\_\_  
\_\_\_\_\_
- C. Have you ever resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral or unprofessional conduct, or are you now under investigation for any such charge? \_\_\_\_ Yes \_\_\_\_ No
- D. Have you ever been asked to resign from employment? \_\_\_\_ Yes \_\_\_\_ No
- E. Have you ever been asked to resign from employment in lieu of termination? \_\_\_\_ Yes \_\_\_\_ No
- F. Have you ever surrendered a teaching certificate/credential/license/permit, or had one revoked, or suspended, or is any investigation or adverse action now pending against you? \_\_\_\_ Yes \_\_\_\_ No
- G. Do you have any limitations that would hinder you from performing the job for which you are applying?  
\_\_\_\_ Yes \_\_\_\_ No
- H. Have you ever received an unsatisfactory performance evaluation? \_\_\_\_ Yes \_\_\_\_ No

**If the answer to any of the above questions is YES, you must attach an explanation.**

### PLEASE READ CAREFULLY:

- A. Have you ever been **arrested**, convicted of, pled guilty to, pled nolo contendere to, or been sentenced under a First Offender Statute for a violation of any federal, state, county, or municipal law, regulation, or ordinance? \_\_\_\_ Yes \_\_\_\_ No
- B. Are you now under investigation for any such offense, other than a minor traffic offense? **YOU MUST INCLUDE ANY OFFENSE EXCEPT MINOR TRAFFIC CITATIONS.** Exclude events before age 16, unless prosecuted as an adult. For the purpose of this application, DUI/DWIs and Alcohol or substance abuse offenses must be reported. You must include any arrests for which the record has been expunged.  
\_\_\_\_ Yes \_\_\_\_ No

**If you answer yes to any question in Section IV, any documents MUST be included with this application.**

IF **YES** complete the chart below:

Type of Offense	Date	Name of Law Enforcement Authority	Disposition Outcome

**IF YOU ANSWER ANY OF THE ABOVE QUESTIONS FALSELY, YOU WILL BE DISMISSED IMMEDIATELY UPON OUR RECEIPT OF THE CRIMINAL HISTORY BACKGROUND REPORT.**

**V. EDUCATION**

School or Institution Name City, State	Degree Awarded	Subjects		Graduation Date
		Major	Minor	

\*Official transcripts from each college attended are required. Offers are contingent upon receipt of transcripts.

**VI. WORK EXPERIENCE**

Position	Employer	City, State	Phone #	Dates		Supervisor
				To	From	

**VII. REFERENCES**

Please provide 3 professional references. Please include current direct supervisor. You may request he/she not be contacted until a position has been offered pending reference checks.

Name	Position	School/Company City, State	Phone #

**VIII. VISION STATEMENT**

Please write a paragraph about why you want to work at Spring Creek Charter Academy and why you think you would be a good fit for our school.

**IX. SIGNATURE**

Notice: The furnishing of false or misleading information or the intentional withholding of material facts, including facts concerning ones criminal record will constitute ground for immediate termination.

I understand and agree to a criminal record check as provided by the Official Code of Georgia annotated 20-2-211(e) (1), the policies and rules of Spring Creek Charter Academy. I agree to be fingerprinted and I further agree to sign the forms, which Spring Creek Charter Academy may require me to sign consenting to a criminal record check through the National Crime Information Center and the Georgia Crime Information Center. I further understand that the information obtained from the criminal background check may be used in employment decisions.

I consent for any former employer of mine to furnish any information from my personnel file or evaluations relative to my performance as an employee, and I waive any right I may have for such information to remain confidential. I relieve from all liability and responsibility those persons, schools, companies, or corporations supplying information in this regard. I understand that employment applications of public employees are subject to provisions of Georgia’s Open Records Act.

By filing application for employment with Spring Creek Charter Academy, if employed, I agree to abide by all policies set forth by the Pataula Charter Academy, Incorporated Governing Board. I authorize full investigation of the information given in this application and consent to the representatives of Spring Creek Charter Academy contacting my references, previous employers, schools attended, court officials, and law enforcement authorities. I understand that a Spring Creek Charter Academy employee who is charged with or arrested for the commission of any criminal act(s) as defined in the Code of Ethics for Educators shall report such event to the Principal, Superintendent, or Governing Board President within 24 hours of the charge or arrest, or by the next business day.

The application, transcripts, references, and other data are the property of Spring Creek Charter Academy and will not be returned to the applicant.

**APPLICANT’S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Spring Creek Charter Academy does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, sex, age or disability in accordance with state and federal laws, as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Age Discrimination Act of 1975, and the Federal Occupational Rehabilitation Act of 1973.*

*This institution is an equal opportunity provider.*

*Spring Creek Charter Academy is a Drug-Free Workplace.*