

THE SISULU-WALKER CHARTER SCHOOL OF HARLEM*
APPLICATION FOR EMPLOYMENT
TEACHER/
PRINCIPAL/ASSISTANT PRINCIPAL/STAFF DEVELOPER

PERSONAL INFORMATION

Social Security Number _____ Date _____

Name _____
 Last First Middle Other names

Address _____
 Street _____

 City State Zip

Email address _____ Home Phone _____ Cell Phone _____

Certification

In addition to providing the following information please submit a copy of your certification and/or documentation for your teaching certification.

Are you certified to teach public school? _____ Where? _____

Area and grade level of certification _____

For NYS certification: Provisional _____ Permanent _____ Expiration Date _____
 Internship _____ Expiration Date _____
 Will receive certification upon graduation _____ When _____

If you do not possess NYS certification have you passed: LAST ____ ATSW ____ CST ____

For Office Use Only	
_____ Disclosure Authorization/Fidelifacts	_____ OSPRA (blue cards)
_____ Health (if applicable)	_____ OSPRA 102/104
_____ Life Insurance (if applicable)	_____ Direct Deposit
_____ W-4	_____ I 9 Form & Verification
_____ Reference Checks	_____ Transit Voucher
_____ 401K	

* To be referred to in this application as "the school"

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List all graduate credits taken since your Bachelor's degree. (Use separate sheet of paper if necessary)

Educational Preparation

Name of School Undergraduate	Dates Attended	Specialization	Degree or Diploma
Graduate	Dates Attended	Specialization	Degree

Student Field Experience (Student Teaching, Internship etc.)

Name of School or Agency	Dates	Assignment	Supervisor In Training

Scholastic Honors and Extra Curricular Activities

Related Professional Experience: (tutoring, volunteer work, travel, private study, lecturing, publications, memberships in professional organizations, etc.)

Nature of Experience	Dates	
	From	To

Military Service: Dates _____

Branch _____

PROFESSIONAL EMPLOYMENT

Please attach an additional sheet if necessary

Name of School/District _____	
Address _____	
Telephone No. _____	Employed from _____ to _____
Position _____	Grade Level _____
Name of Supervisor _____	

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Address _____	
Telephone No. _____	Employed from _____ to _____
Position _____	Grade Level _____
Name of Supervisor _____	

Release

Applicant: please carefully read and initial the following before signing and submitting this application.

1. Are you legally authorized to work in the United States? _____

2. Have you ever been convicted of a felony which has not been expunged or sealed, or have you ever pleaded guilty or “nolo contendere” (“no contest”) to a crime which has not been expunged or sealed, or are there presently any criminal charges pending against you? (A positive response will not necessarily disqualify you from consideration for employment.) Yes ___ No ___
If you answered yes, please explain on a separate sheet of paper.

3. I authorize the school or its agents to obtain information concerning former employers and others, and I release all concerned from any liability in connection therewith. _____ Initials

4. I declare that my answers to the questions in this application are true and complete to the best of my knowledge and belief. I understand that any false statements, or omissions of facts called for appearing on this for any other employment form will be sufficient reason not to hire me, and if discovered after my employment, may result in immediate dismissal at the school’s sole discretion. _____ Initials

5. If employed, I will abide by the rules, regulations, and statements of policy which now exist, or which may from time to time, be added to or modified, as circumstances warrant, at the sole discretion of the school. _____ Initials

6. I understand that this application for employment is not a contract and is not intended to confer or create contractual rights of any kind or nature. If employed, employment is on an at-will basis and may be terminated at any time for any reason, with or without cause, by either the school or me. _____ Initials

7. This is to inform you that as part of our procedure for processing your application as based on information herein, an investigative report may be made whereby information is obtained through personal interviews with third parties. _____ Initials

8. I understand that any offer of employment is predicated on my background check and fingerprint check clearance and any offer of employment may be rescinded by the school for lawful reasons related thereto. _____ Initials

9. The school is an equal opportunity employer in accordance with Title VII of the Civil Rights Act of 1964 as amended; with Title IX of the Education Amendments of 1972; the Americans with Disabilities Act; and all other applicable federal, state and local laws. We do not discriminate on the basis of race, religion, color, national origin, sex, age, disability, sexual orientation or any other characteristic protected by applicable federal, state or local law in admission or access to, or treatment or employment in, our educational programs or activities. _____ Initial

Continued...

Signature of Applicant

I agree to the above terms and conditions of the application.

Print Name _____

Signature _____

Date _____

To give proper consideration to your application, please include the documents listed below with this application.

- *Completed Application
- *Resume
- *Copy of New York State Certification(s) or a copy of application for certification
- *Copies of all transcripts: Undergraduate, Graduate, Post Graduate