

Dock Mennonite Academy APPLICATION for Teaching Position



DOCK
MENNONITE ACADEMY

(Please Type or Print)

POSITION(S) DESIRED _____

Name _____
Last
First
Middle

Present Address _____ (____) _____
Street
Telephone

City
State
Zip

Permanent Address _____ (____) _____
Street
Telephone

City
State
Zip

E-mail Address _____

List, in order of preference, the grades, subjects and/or positions for which you are applying:

1. _____ 2. _____ 3. _____

CERTIFICATION (List all areas in which you hold valid Pennsylvania and/or out-of-state teaching certificates.)

Area of Certification	Issuing State	Date Issued

Date available for employment _____

If you are not employed full time, are you interested in being placed on our Substitute List? Yes No

EDUCATIONAL BACKGROUND (Present or most recent first, including high school)

School or Institution and Location	Major/Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)	Date

EXPERIENCE (Present or most recent first)

Dates From _____ To _____	Name of Employer and Address Phone Number	Your Title Reason for Leaving
	Work Performed	
Name and Title of Supervisor		Final Yearly Salary

Dates From _____ To _____	Name of Employer and Address Phone Number	Your Title Reason for Leaving
	Work Performed	
Name and Title of Supervisor		Final Yearly Salary

Please list activities that you are qualified or interested in supervising or coaching:

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

STUDENT OR PRACTICE TEACHING

Grade or Subject Taught	Name and Address of School	1. College Supervisor 2. Cooperating Teacher
		1. 2.
		1. 2.

STUDENT TEACHING REFERENCES:

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

REFERENCES

References should include superintendents, principals, professors or one pastor 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.

Name	Position	Address	Telephone

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences 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:

GENERAL BACKGROUND INFORMATION

Were you ever convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Are you currently under charges for a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever forfeited bond or collateral in connection with a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Within the last ten years, have you been fired from any job for any reason?
 Yes No

Within the last ten, have you quit a job after being notified that you would be fired?
 Yes No

Have you ever been professionally disciplined in any state? Yes No
 Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status which would prevent lawful employment?
 Yes No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application.

FAITH PERSPECTIVE

Church _____ Member: Yes No

Address _____

Denomination _____

Personal Questions - Answer on a separate sheet of paper

1. Are you familiar with the *Confession of Faith from a Mennonite Perspective*? Yes No
 Do you support this confession? Yes No
2. How would your teaching at Dock Mennonite Academy be related to or expressive of your Christian faith?
3. Describe the ways you have personally participated in your congregation and church-related programs.
4. An early Anabaptist said, "One who knows Christ truly will follow him daily in life." What does that mean for you?
 How would you teach these values?
5. What provides you the greatest pleasure in teaching?
6. If appointed, would you be willing be guided by the board of trustees and the administration of the school?
7. Relate one significant moment in teaching.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Dock Mennonite Academy may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date

Signature of Candidate

ESSAY

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

1. The Most Important Qualities of an Outstanding Educator
2. My Philosophy of Student Discipline
3. The Importance of Continuing Professional Development and how I Plan to Incorporate it Throughout My Career
4. Essential Elements of Instruction, Administration or Area of Certification
5. How Information Technology can be Integrated into the Instructional Process and Curriculum

Signature _____

Name _____