

SENSE Employment Application

1601 S. Barth Avenue
Indianapolis, IN 46203
(317) 423-0204 631-4401/fax
www.senseindy.org

For Office Use Only
Date/Time Received:

2010-2011 Academic School Year

Candidate Information *(Please write clearly, complete each portion, and add attachments if needed)*

Full Name: _____
Last First Middle

_____ *Address City State Zip Code*

_____ *Daytime Phone Evening Phone Email*

How long have you lived at this address? ____ Yrs ____ Mos

Best time to call: ___ Daytime ___ Evening

Permanent address and phone if different from your present address:

_____ *Address City State Zip Code*

_____ *Daytime Phone Evening Phone*

List any additional addresses at which you have resided at any time during the past five years:

_____ *Address City State Zip Code*

_____ *Address City State Zip Code*

_____ *Address City State Zip Code*

Please indicate in the brackets your first, second, and third choice positions, numbering them 1, 2, and 3:

K First Grade Second Grade Third Grade Fourth Grade Fifth Grade

Sixth Grade Other Position: _____

Level of position you would consider: Part-time Full-time Substitute

Date you would be available to begin: _____

How did you first learn about the position for which you are applying?

Colleagues Family Television Flier / Mail piece

Website / Internet Newspaper Neighborhood Meeting Other: _____

Professional Qualifications

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required for inclusion in your personal file.

Degree	Major	Minor	Institution	Dates attended

Are you currently enrolled in a degree program? Yes No If yes, please note the following:

Degree Being Pursued	Institution	Expected Date of Completion

Please note any training/proficiencies in the following (check all that apply):

- Special Education / LD ADD/ADHD ED/EMR ESL

Teaching Languages: Spanish French German Latin Other_____

List any distinctions and / or honors you received during your schooling and professional career:

Professional Credentials

List your certificates and endorsements, past and present, their level, state and expiration dates. Please attach photocopies of all certifications and endorsements.

Certificate/Endorsement	Level	State	Expiration Date

If you have never been certified, what requirements do you lack, and what are your plans to finish?

Please list any other notable training or professional growth opportunities which you have experienced:

Professional Experience

Sequentially list your teaching experience with most recent first:

School Name	City/State	Grades/Subjects Taught	Dates

List your previous extracurricular duties, the level of responsibility, and the years of those duties:

<i>Duties</i>	<i>School</i>	<i>Level</i>	<i>Dates</i>

Are you currently employed? Yes No

Is your employer aware that you are looking for another position? Yes No

Reasons for leaving – or wanting to leave – your current position:

Have you ever been charged with or convicted of breaking local, state, or federal laws other than traffic violations? Yes No If yes, please explain:

Has your teacher's license ever been suspended? Yes No If yes, please explain circumstances:
(Attach additional sheets if necessary)

Have you ever worked under a different name for any of your employers? If so, state name(s):

Employment History

Please start with your current or most recent employer and work backwards for the past TEN years, including all teaching and non-teaching positions. You may make copies of this page for additional space, if needed.

1. _____ Part-time Full-time _____ hrs/wk

Employer

Address *City* *State* *Zip Code*

Position(s) *Dates of Employment*

Supervisor's Name Phone

Reasons for Leaving

2. _____ Part-time Full-time _____ hrs/wk

Employer

Address *City* *State* *Zip Code*

Position(s) *Dates of Employment*

Supervisor's Name Phone

Reasons for Leaving

3. _____ Part-time Full-time _____ hrs/wk

Employer

Address *City* *State* *Zip Code*

Position(s) *Dates of Employment*

Supervisor's Name Phone

Reasons for Leaving

4. _____ Part-time Full-time _____ hrs/wk

Employer

Address *City* *State* *Zip Code*

Position(s) *Dates of Employment*

Supervisor's Name Phone

Reasons for Leaving

References

Please provide three references who are qualified to speak to your professional ability and prior experience. List your current or most recent principal/headmaster/supervisor first. (Please feel free to include letters of reference with this application.)

1. _____
Name *Position*

School / Institution *Phone*

Address *City* *State* *Zip Code*

2. _____
Name *Position*

School / Institution *Phone*

Address *City* *State* *Zip Code*

3. _____
Name *Position*

School / Institution *Phone*

Address *City* *State* *Zip Code*

Please provide two references qualified to speak to your character and community involvement. Please do not include family members or relatives for references.

1. _____
Name *Position / Title*

Address *City* *State* *Zip Code*

2. _____
Name *Position / Title*

Address *City* *State* *Zip Code*

PERSONAL PERSPECTIVES:

What are your aspirations for future positions / career steps in the next five years?

Describe the types of community or service projects in which you have been involved:

Explain your reasons for applying to SENSE:

Signature

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge.

Signature: _____ Date: _____

By signing, I am verifying that the required information I have given is true to the best of my knowledge and that I have read, understand and agree to the terms which are included in the packet of this application.

Include in Your Submission:

- Cover Letter and Resume
- Photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.
- Before employment, your identity must be confirmed with a valid driver’s license, passport, or other photographic identification. Attach a photocopy of the ID you intend to use.
- Signed “Background Check” authorization. (Attached as next page, unnumbered)
- Reference letters (if available)

SENSE is a public school and admits students of any race, color, gender, sex, ancestry, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not and shall not discriminate on the basis of race, color, gender, sex, disability, religion, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, hiring procedures, scholarship and loan programs, and athletic or other school-administered programs.

Please return this application to:

Southeast Neighborhood School of Excellence 1601
South Barth Avenue.
Indianapolis, IN 46203
<http://www.senseindy.org>