



Please submit this application electronically along with your letter of interest and resume.

**Atlanta Neighborhood Charter School – Employment Application**

**Position Applied For:** \_\_\_\_\_

APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment. Please answer all questions completely and accurately. False or misleading statements on this form or during an interview will result in the termination of the application process or, if discovered after employment, terminating employment. *A letter of interest and resume should be submitted for all positions along with your application.*

**PERSONAL INFORMATION**

|               |       |          |
|---------------|-------|----------|
| Last Name     | First | Middle   |
| Address       |       |          |
| City          | State | Zip Code |
| Telephone     |       |          |
| Email Address |       |          |

**CERTIFICATION** (note: certification is not required for all positions at ANCS)

Georgia Certification? Yes \_\_\_ No \_\_\_ Level (L-5) \_\_\_\_\_

Certification ID#: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements \_\_\_\_\_

Certification from outside of Georgia? Yes \_\_\_ No \_\_\_ State \_\_\_\_\_

List any teaching and administrative licenses you have held other than in Georgia:

| State | Type of License | Endorsements |
|-------|-----------------|--------------|
|       |                 |              |
|       |                 |              |

Have you taken *and* passed any Georgia Assessment for Certification of Educators (GACE) exams? Yes \_\_\_ No \_\_\_  
If yes, please list the exams passed:

**EDUCATION** *List below all schools, colleges or universities that you have attended. Begin with most recent*

| School/College/University | Dates Attended | Major | Degree | Date of Degrees |
|---------------------------|----------------|-------|--------|-----------------|
|                           |                |       |        |                 |
|                           |                |       |        |                 |
|                           |                |       |        |                 |
|                           |                |       |        |                 |
|                           |                |       |        |                 |
|                           |                |       |        |                 |

**TEACHING EXPERIENCE** *Begin with the most recent*

| School and Location<br><br>(Include address) | Grade/<br>Subject | Dates | Principal/Supervisor | Phone Number |
|--|-------------------|-------|----------------------|--------------|
|  |                   |       |                      |              |
|  |                   |       |                      |              |
|  |                   |       |                      |              |

**OTHER RELEVANT WORK EXPERIENCE** *Begin with the most recent*

| Employer and Address | Dates | Supervisor | Position Held | Reason for leaving |
|----------------------|-------|------------|---------------|--------------------|
|                      |       |            |               |                    |
|                      |       |            |               |                    |
|                      |       |            |               |                    |
|                      |       |            |               |                    |

**GENERAL INFORMATION**

1. Were you ever in the armed forces? Yes \_\_\_ No \_\_\_
2. Were you honorably discharged? Yes \_\_\_ No \_\_\_
3. Are you a citizen of the United States? Yes \_\_\_ No \_\_\_
4. If **No**, do you have a legal right to work in this country? Yes \_\_\_ No \_\_\_  
(Attach copy of ALIEN REGISTRATION CARD)

**CONTRACTS / LICENSURE AND CRIMINAL RECORD**

Answer each question yes or no. You must attach a copy of the court disposition or judge's sentencing order if you answer "yes" to questions 5 or 6. You must attach supporting documentation and a written explanation if you answered "yes" to any of the questions below. THIS SECTION MUST BE COMPLETE FOR AN APPLICATION TO BE CONSIDERED.

5. Have you been convicted of or pled *nolo contendere* on any of the following, including, but not limited to: murder, sexual or physical assault, rape, child molestation, kidnapping, manslaughter, extortion, sexual misconduct with a minor, indecent liberties, incest, unlawful imprisonment, child abuse or neglect, abduction for immoral purposes, failure to secure medical attention for an injured child, pandering, crimes against nature involving children, malicious harassment, patronizing a juvenile prostitute, child abandonment, violation of a child abuse protective order, obscenity offenses, possession or distribution of drugs, arson, use of a firearm in the commission of a felony, child buying or selling, prostitution, felony indecent exposure, larceny, embezzlement or any of these crimes as may be renamed in the future?  
Yes \_\_\_ No \_\_\_

6. Have you been convicted of any felony or misdemeanor other than those listed above in question 5 or pled *nolo contendere*, or are you now under investigation for any such offense, other than a minor traffic offense? *For the purpose of this application DUI/ DWIs must be reported.*

Yes \_\_\_\_ No \_\_\_\_

7. 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 \_\_\_\_

8. Have you ever surrendered your teaching or administrative certificate/license/permit, or had one denied, revoked or suspended or is any investigation or adverse action now pending against you?

Yes \_\_\_\_ No \_\_\_\_

9. Have you ever had any disciplinary action taken against you by a previous employer, including written reprimand, suspension, demotion, non-renewal, termination or any other form of disciplinary action?

Yes \_\_\_\_ No \_\_\_\_

**INVESTIGATION CONSENT & RELEASE FROM LIABILITY AGREEMENT**

***Making a materially false statement regarding these offenses is a misdemeanor. Such a conviction shall be grounds for the Georgia Professional Standards Commission to revoke your certificate. An applicant who is unable to complete the above certification will not be considered for employment with the Atlanta Neighborhood Charter School.***

1. I authorize the Atlanta Neighborhood Charter School (ANCS) to make an investigation of any personal, educational, vocational or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government to provide the ANCS with information they have regarding my performance, character, and general reputation. I discharge ANCS and those who provide information from any liability as a result of furnishing this information.
2. I have identified that all statements and data provided are true and correct to the best of my knowledge. I agree that falsification will constitute disqualification of my application or dismissal from employment from the Atlanta Neighborhood Charter School.
3. I understand that any offer of employment is contingent upon ANCS Governing Board approval and an acceptable outcome of criminal records check. It is further understood that the criminal records check will be conducted at my expense.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*If you have any questions about this application, please contact the Atlanta Neighborhood Charter School:*

***Elementary Campus: 688 Grant Street, Atlanta 30315 | 404-624-6226***

***Middle Campus: 820 Essie Avenue, Atlanta 30316 | 678-904-0051***