

# ELEMENTARY SCHOOL EMPLOYMENT APPLICATION

## Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally authorized to work in the U.S.?  Yes  No

Have you ever been convicted of a felony?  Yes  No

(If yes, please explain): \_\_\_\_\_

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## Position Information

Position Applied For:  Teacher  Paraprofessional  Office Staff  Other: \_\_\_\_\_

Grade Level Preference:  K  1  2  3  4  5  6

Subject(s) (if applicable): \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Employment Type:  Full-Time  Part-Time

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## Education

High School Name & Location: \_\_\_\_\_

Did you graduate?  Yes  No

College/University Name & Location: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Major/Field of Study: \_\_\_\_\_

Teaching License/Certification (if applicable):

Type: \_\_\_\_\_

State Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Additional Certifications (CPR, First Aid, ESL, etc.):

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**Experience Working with Children**

(Include teaching, tutoring, childcare, coaching, etc.)

Organization/School: \_\_\_\_\_

Role: \_\_\_\_\_

Dates: \_\_\_\_\_

Age Group/Grade: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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**Employment History**

(Most recent first)

**Employer 1**

Company/School Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Supervisor Name & Contact: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

**Employer 2**

Company/School Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Supervisor Name & Contact: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

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**Skills & Qualifications**

(Check all that apply)

Classroom Management

Lesson Planning

Child Development Knowledge

Special Education Experience

Behavior Support Strategies

Technology in Education

Other Skills: \_\_\_\_\_

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**Background & Safety**

Are you willing to undergo a background check?  Yes  No

Are you trained in child abuse reporting requirements?  Yes  No

Have you ever worked in a school setting before?  Yes  No

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**References**

(Professional references preferred)

**Reference 1**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

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**Applicant Statement**

I certify that the information provided in this application is true and complete. I understand that working in an elementary school requires maintaining a safe, respectful, and supportive environment for all students.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_