

OFFICE USE ONLY – Instructional:

Completed Application _____
Reference Forms _____
Official Transcripts _____ Cert _____
Stmnt of Elig _____ Applied for Cert _____

Non-Instructional:

Completed Application _____
Reference Forms _____
HS Diploma _____ Other _____



Mail to: 700 W 23rd Street, Bldg. H
Panama City, FL 32405

EMPLOYMENT APPLICATION

GENERAL INFORMATION

NEWPOINT SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

Instructional Applicants:

Positions for which you are applying:

- 1. _____
- 2. _____
- 3. _____

Date available to begin work: _____

Non-Instructional Applicants:

Positions for which you are applying:

- 1. _____
- 2. _____
- 3. _____

Date available to begin work: _____

PERSONAL

Social Security Number _____

Name (Last, First, Middle) _____

Mailing Address _____
Street Address City State Zip

Permanent Address _____
Street Address City State Zip

Home Phone () _____ Permanent Address Phone () _____

Other Phone () _____ Personal or Business () _____

E-Mail Address: _____

OPTIONAL QUESTIONS

Answers to the following questions will help the district maintain EEOC records.

Sex _____ Date of Birth _____ Do you claim Veterans preference? _____

Race: White, Non-Hispanic Black, Non-Hispanic Hispanic
 Asian American / Pacific Islander American Indian / Alaskan Native Mixed Race

PROFESSIONAL CERTIFICATION

Instructional / Administrative Applicants

(Please enclose copies, from any State, of the teaching certificates or statement / status of eligibility that you hold.)

Are you certified in Florida? Yes No If yes, _____ / _____ / _____
Certificate Number Type Exp Date

If No, have you

Applied for your Florida Certification? Yes No Academic Area _____ Date Applied _____ / _____ / _____
Do you hold a Statement of Eligibility? Yes No Academic Area _____ Expiration Date _____ / _____ / _____

PROFESSIONAL OR OTHER LISENSSES /CERTIFICATES

List the name and number of licenses / certificates that qualify you in the job for which you are applying.

Name	Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY

List in order, last or present employer first

NAME OF COMPANY OR AGENCY	Dates of Employment FROM: _____ TO: _____
ADDRESS	Your Title
SUPERVISOR'S NAME AND TITLE	Agency Phone Number
DESCRIBE YOUR DUTIES	Reason for Leaving
NAME OF COMPANY OR AGENCY	Dates of Employment FROM: _____ TO: _____
ADDRESS	Your Title
SUPERVISOR'S NAME AND TITLE	Agency Phone Number
DESCRIBE YOUR DUTIES	Reason for Leaving
NAME OF COMPANY OR AGENCY	Dates of Employment FROM: _____ TO: _____
ADDRESS	Your Title
SUPERVISOR'S NAME AND TITLE	Agency Phone Number
DESCRIBE YOUR DUTIES	Reason for Leaving

Have you ever been arrested, convicted, found guilty, entered a plea of nolo contendere (no contest), or had adjudication withheld in a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation); or are there any criminal charges now pending against you? SEALED or EXPUNGED records must be reported pursuant to x.943.058.F.S. Failure to answer this question accurately could result in denial or termination of employment.

A YES or NO answer is required by Florida Law. YES NO

If you check the YES box, you must give the information requested for each charge. Please attach a separate sheet if you need more space.

<i>City where Arrested</i>	<i>State</i>	<i>Date of Arrest</i>	<i>Charge(s)</i>	<i>Disposition(s)</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INSTRUCTIONAL WORK EXPERIENCE	YEARS	MONTHS	CITY / DISTRICT WHERE EMPLOYED
Teaching in Bay County			
Teaching in other Florida public schools			
Teaching in out-of-state public schools			
Teaching in Florida non-public schools			
Teaching in out-of-state non-public schools			
Military service			
Educational Administrative Experience			

EDUCATION

List Most Recent Educational Experience First

Institution	ADDRESS (city& state)	Date Entered	Date Left	Major / Minor Area of Study	Graduate Yes or No?	Degree Earned	S/Q Hours Earned

OTHER SKILLS OR TRAINING List special skills or training that will help you in the job(s) for which you are applying

EXTRA-CURRICULAR ACTIVITIES

List extra-curricular activities you can direct

REFERENCES

List (3) individuals who have supervised you on the job. The individuals must be listed as supervisors under Employment History.

NAME

TITLE

ADDRESS

PHONE #

NEWPOINT SCHOOLS

PERSONNEL DEPARTMENT REFERENCE FORM

INSTRUCTIONS FOR APPLICANTS: This form should be completed by one of the two most recent supervisors whose names are listed on the application under Employment History. Before giving this form to your reference, type or print your name and social security number in the space provided at the top of the form.

Completed reference, along with your application, should be returned to:
Newpoint Schools, 700 W 23rd Street, Bldg H, Panama City, FL 32405

APPLICANT NAME:	APPLICANT SSN:
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REFERENCE: Please rate the applicant in each of the areas below on a scale of 1 to 4.
1=Excellent, 2=Good, 3=Average, 4=Needs Improvement or
 N/A if you have not had the chance to observe.

1. Ability to work with children		12. Rapport with colleagues	
2. Ability to work with other teachers		13. Initiative	
3. Skills as an instructor		14. Attention to detail	
4. Classroom organization & control		15. Completes tasks on time	
5. Competency in academic field		16. Observes safety & health concerns	
6. Cooperation & helpfulness		17. Commitment to organization	
7. Creativity		18. Respect for authority	
8. Enthusiasm for teaching		19. Takes direction well	
9. Accuracy of reports		20. Excitement & energy	
10. Planning & preparation		21. Emotional stability	
11. Technical knowledge of job/field		22. Personal appearance	

GENERAL INFORMATION

Y = Yes

N = No

Would you re-employ applicant?		Were applicant's service satisfactory?	
Was applicant prompt & dependable?		Do you have any hesitation in recommending this applicant?	

How long was Applicant in your employ? _____

Applicant's job title while in your employ? _____

At the time you supervised Applicant, what was your job title? _____

Why did Applicant leave your employ? _____

Do you know of any reason this applicant should NOT work with children? If yes, please explain:

Please add any other pertinent information:

Your
Name: _____
Please Print

Position/
Title : _____

Work
Address: : _____

Phone number: _____ Email Address: _____

Signature: _____ Date: _____