



FALLS LAKE ACADEMY

PO Box 651 - Creedmoor, NC 27522

A place where community and education combine to celebrate each child's ambitions so that their full potential can TAKE FLIGHT!

Substitute Teacher

Personal Information

Name _____
Last First MI Maiden / Nickname

Address _____
Street

_____ *City State Zip*

Telephone _____
Home Cell

Personal E-mail _____

Date of Birth _____ Social Security # _____
mm dd yyyy

Position(s) Applying For **All appointments are subject to satisfactory criminal background check.**

Check all that apply:

_____ Substitute Teacher _____ Parent Volunteer _____ Non-parent volunteer

Educational Background

School	City, State	Field of Study	From / To (mm-yy) (mm-yy)	Graduation (mm-yy)	Degree/Diploma
<u>High School</u>			/		
<u>Undergraduate</u>			/		
<u>Graduate</u>			/		
<u>Graduate/Post-grad</u>			/		

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Employment History Please list all employment within the last five years in reverse chronological order beginning with current or most recent employment. If your last teaching or other school-based employment ended more than five years past, start with that one and then indicate all other employment in reverse chronological order as instructed.

Position (ex: Teacher Asst, etc.)	Employing Institu- tion / Organization	Address	Supervisor: Name, Phone, E-mail	From / To (mm-yy)(mm-yy)	Reason for Leaving

References Please list three references below. Your current supervisor, or most recent supervisor if not currently employed, must be one of the three listed below. You may also submit letters of reference from these and/or others, but if you are considered for one of the positions for which you applied, these three referencing individuals will be contacted.

Name and Title	Position	Institution, Organization, or Business – Name, Location	Contact Telephone

The NC Department of Public Instruction requires all applicants to answer the following questions. IF YOU ANSWER “YES” TO ANY QUESTION, ATTACH A DETAILED WRITTEN EXPLANATION. IF YOU ANSWER “YES” TO ANY QUESTION RELATING TO A COURT PROCEEDING, A CERTIFIED TRUE COPY OF THE COURT RECORD MUST ACCOMPANY THIS APPLICATION.

CRIMINAL

- Are you on a child abuse registry or a sex offender registry of any kind? YES NO
- Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency? (If yes, provide explanation and documentation.) YES NO
- Have you ever participated in a diversion program in lieu of prosecution? [Note: This question does not seek information about matters for which the records have been expunged by a court order.] (If yes, provide explanation and documentation.) YES NO

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4. Have you ever been convicted, pled guilty, or pled *nolo contendere* (no contest) to any criminal offense other than a minor traffic violation (examples of criminal offenses would include, but are not limited to, the following: felony, misdemeanor, Driving While Impaired)? Please include any conviction, regardless of pardon. You must explain relevant circumstances in detail. NOTE: In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI, Failure to Stop in the Event of An Accident (hit and run), and Driving While License Revoked or Suspended (DWLR). (If yes, provide explanation and documentation.)

YES NO

5. Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense? [Note: This question does not seek information about matters for which the records have been expunged by a court order.] (If yes, provide explanation and documentation.)

YES NO

6. Have you ever been arrested, indicted, or otherwise charged with a crime other than for a minor traffic offense regardless of whether you were convicted or whether the charges were dropped? [Note: This question does not seek information about matters for which the records have been expunged by a court order.] (If yes, provide explanation and documentation.)

YES NO

7. Are you currently named in a pending criminal charge, indictment or special presentment of any offense other than for a minor traffic violation? [*Special Presentment* is used in some jurisdictions to charge an individual with a crime.] (If yes, provide explanation and documentation.)

YES NO

Attestations and Signature Please initial the spaces to the left of each of the statements below, indicating that you have met the specified conditions of employment. Note that false information or statements on this application can result in disqualification for employment consideration or immediate dismissal once employed.

_____ I am legally eligible for employment in the United States.

_____ I understand that, in the event an offer of employment is made and a contract is signed, my employment is subject to satisfactory results of a criminal background check, which is mandatory for all FLA employees.

_____ All information provided on this application and in all attached documentation is complete and accurate to the best of my knowledge.

My signature below authorizes Falls Lake Academy to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include information as to criminal or civil convictions, driving records, previous employers, educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release Falls Lake Academy and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: local and state Sheriff and police departments, information from the North Carolina and/or other State Departments of Social Services and/or Child Protective Services Units and any Locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me. Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied on in considering my application. I understand that any omission(s) or falsely answered statement(s) made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge should I become employed with Falls Lake Academy.

Signed: _____

Name

Date

Falls Lake Academy does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its hiring or employment practices. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position for which application has been made.