



Address: 6675 E. Hwy 16 Senoia, GA 30276

Fax: (770) 727-5959

Email Contact: Ms. Trina Weaver
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Please fill out this application in BLUE ink. Please provide a completed application, your resume, and any other applicable documentation when you apply. You may send all documents by email, fax, mail, or turn in hard copies to Coweta Charter Academy. A list of open positions may be found on our website.

Date: _____

Name: _____
Last First Middle

Address: _____
House or Appt No. Street City State Zip Code

Phone: _____ Email: _____

Position that you are applying for? _____

Are you seeking Full-Time or Part-Time employment? Please check one: P/T F/T Any

Are there hours or days that you are not available for work? If so, please specify: _____

Are you currently employed? Yes No If yes, please provide current employer's name, phone number, and address:

If you have ever been previously employed by Coweta Charter Academy in any capacity, please specify your last position and when you were employed? _____

If hired, are you able to begin immediately? Yes No If not, date available for work at Coweta Charter Academy: _____

If you are seeking an instructional or leadership position, are you GA Certified? Yes No N/A

If not, are you certified in another U.S. state? Yes No N/A If yes, which state? _____

If previously employed in an educational system/school, do you have a Clearance Certificate? Yes No N/A

Are you currently retired from a school system and receiving TRS Pension funds? Yes No N/A

Are you a U.S. Citizen? Yes No If not, are you legally authorized to work in the United States? Yes No

How did you hear about the position? Friend School Website Teach Georgia Indeed

Other, please specify: _____

Work Experience (*Teaching/Instructional Experience table on page 3 of application*):

Please complete the following section if there is a break in your teaching experience or if you are applying for a non-instructional position.

| From Mo/Yr | To Mo/Yr | Employer/ Address/Phone No./Email | Job Title | Supervisor | Reason for Leaving |
|------------|----------|-----------------------------------|-----------|------------|--------------------|
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Professional Preparation: List the pre-student teaching experiences and/or other experiences you have had working with children or young people (Example: NUSTEP, tutoring, teacher aiding, swimming instructor, scouting, church, etc.)

| Check | Type of Experience | Where | Dates |
|-------|--------------------|-------|-------|
| | | | |
| | | | |
| | | | |

Technical School or Certification Program (*if applicable*):

| Name of Institution | Years Attended | Program of Study | Credit Earned | Time in Years |
|---------------------|----------------|------------------|---------------|---------------|
| | | | | |
| | | | | |
| | | | | |

If currently working toward a certification or degree, what is your current grade point average: ____ 4.0 scale

College Work and Resulting Degree (*if applicable*):

| Name of Institution | Major | Hours | Minor | Hours | Year Graduated | Degree |
|---------------------|-------|-------|-------|-------|----------------|--------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

If currently working toward a degree, what is your current grade point average: ____ 4.0 scale

Associate's Degree: _____ 4.0 scale Undergraduate Grade Point Average: _____ 4.0 scale Graduate Grade Point Average: _____ 4.0 scale

Student Teaching (*if applicable*):

| From Mo. Yr. | To Mo. Yr. | School | Location | State | Grade Level and/or Subject |
|--------------|------------|--------|----------|-------|----------------------------|
| | | | | | |

Name of Cooperating Teacher _____

| From Mo. Yr. | To Mo. Yr. | School | Location | State | Grade Level and/or Subject |
|-----------------|---------------|--------|----------|-------|-------------------------------|
| | | | | | |

Name of Cooperating Teacher _____

TEACHING or INSTRUCTIONAL EXPERIENCE (*if applicable to position*) – **Include the last six employers:**

| Years Taught | No. of Mos. | Position (Teacher, Para, Principal, etc.) | Name and Mailing Address and Email of School | Grades or Subject | Full or Part Time | Reason For Leaving |
|-----------------|----------------|--|---|----------------------|----------------------|--------------------|
| ___ - ___ | | | | | | |
| 20__-20__ | | | | | | |
| 20__-20__ | | | | | | |
| 20__-20__ | | | | | | |
| 20__-20__ | | | | | | |
| 20__-20__ | | | | | | |

GA TEACHING/ PARAPROFESSIONAL CERTIFICATE (*if applicable*): **Enclose copy of current certificate.**

Type _____ Level _____ GaPSC# _____ Expiration Date _____

Endorsements: 1) _____ 2) _____ 3) _____

NON-INSTRUCTIONAL /OTHER PSC CERTIFICATE (*if applicable*): **Enclose copy of current certificate.**

Type _____ Level _____ GaPSC# _____ Expiration Date _____

Endorsements: 1) _____ 2) _____ 3) _____

Special Training Not Included in Degree Work Above

| Name of Institution | Years Attended | Subjects | Credit Earned | Time in Years |
|---------------------|----------------|----------|---------------|---------------|
| | | | | |
| | | | | |
| | | | | |

List involvement in organizations and activities currently held and/or in high school, college, and community. Include awards, offices held, etc.

List the training or experience you have had with other schools (virtual, charter, public district, or private).

Explain what gave you the desire to apply for this position at Coweta Charter Academy.

Credentials and References:

Request that your college or university placement office to submit your credentials/transcripts to our office.

References:

List below names and addresses of persons who are qualified to answer concerning your qualifications for the position you seek. Include supervisors, principals, and superintendents under whom you have taught in the past fifteen (15) years. If you have not taught previously, include the names of cooperating teachers, college or university supervisors, and building principals who have been associated with your student teaching. Indicate with an (*) any reference listed which is included in your credentials.

| Name | Position | Complete Mailing Address Required (Include Zip Codes) | Phone No. & Email |
|------|----------|--|----------------------|
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Personal Data:

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____

If yes, please provide details including the type of crime, court indicted in, and date of conviction.

Information provided by you in this part WILL NOT automatically bar you from employment with Coweta Charter Academy, but will be considered in view of all relevant circumstances and information received.

Gender and race information are used for equal employment opportunity/affirmation action purposes only.

Gender: Male ___ Female ___

Race/Ethnicity: Black ___ Asian or Pacific Islander ___ American Indian/Alaska Native ___
Hispanic ___ White (Not Hispanic) ___

My signature below authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, and other appropriate sources. I waive my right of access to any such information or any liability with its release or use.

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 upon in considering my application, and I understand that any omission, falsification or misrepresentation 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 the school district.

_____ day _____, 20_____

Legal Signature of Applicant

EOE/AA

Coweta Charter Academy is an Equal Opportunity Employer. The Coweta Charter Academy does not discriminate on the basis of race, color, national origin, gender, marital status, sexual orientation, disability, or age in admission or access to, or treatment of employment, in its programs and activities

