

MANILA PUBLIC SCHOOLS
P.O. Box 670
Manila, AR 72442

PROFESSIONAL EMPLOYMENT APPLICATION
(Licensed Personnel Only)

Date of Application _____ Position Applied for _____

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Manila Public Schools to recruit, hire, and promote persons in all job classifications without regard to race, color, religion, gender, national origin, age or handicap.

All active qualified applications will receive continuing consideration for appropriate vacancies as they occur. Due to the large number of applications, it is impossible to keep each person informed of his current status. Please let us know when you are no longer available.

I. PERSONAL DATA

Legal Name (As it appears on Social Security Records)

(Last)	(First)	(Middle)	Social Security Number
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Present Address _____

(P.O. Box and Street Address)	(City)	(State)	(Zip)
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Residence Phone No.: _____ Additional Phone Nos.: _____

Have you previously taught in the Manila School District? Yes () No ()
If "Yes," name school(s) and years: _____

Are you a veteran of the U.S. Armed Services? Yes () No ()

Are you the unmarried spouse of a deceased veteran? Yes () No ()

A veteran with a service connected disability? Yes () No ()

Are you a citizen of the United States? Yes () No ()

Have you ever been convicted of a felony? Yes () No ()

Are you employed at present? Yes () No () If "Yes," in what capacity? _____

_____ By whom? _____

Give date you expect to be available for employment: _____

Have you ever been released or requested to resign, from a place of employment? Yes () No () If "Yes," please explain _____

Why do you wish to leave your present position? _____

Why do you wish to work here? _____

What salary are you receiving now? _____ What salary do you expect to receive here? _____

Are you highly qualified by NCLB standards and/or special education standards (if applicable)? Yes () No ()

Attach all relevant documentation.

II. EDUCATIONAL AND PROFESSIONAL BACKGROUND

	Institutions Attended	Dates (from-to)	Major Subjects	Minor Subjects	Date of Graduation	Degree
HIGH SCHOOL			XXXXXXXXXX	XXXXXXXXXX		XXXXXXXX
			XXXXXXXXXX	XXXXXXXXXX		XXXXXXXX
COLLEGE OR UNIVERSITY						

List types and/or areas of certification included on Arkansas teaching license:

Give last date in college _____ Do you plan to continue graduate work? _____

If so, in what field? _____ Place _____

Current Arkansas Teachers Retirement System status: Active _____ T-Drop _____ Retired _____ None _____

Have you ever received a refund or currently receiving any type of retirement benefits? Yes No

If "Yes", what type of benefits? _____

HAVE YOU PREVIOUSLY WORKED IN ANY OF THE FOLLOWING:

- Arkansas Public School Yes No Dates _____
- Arkansas State Agency Yes No Dates _____
- Arkansas Highway Dept. Yes No Dates _____
- Arkansas State Police Yes No Dates _____
- Private Schools Yes No Dates _____
- Out-of-State Service Yes No Dates _____
- Active Military Service Yes No Dates _____
- College or University Yes No Dates _____

III. EXPERIENCE

STUDENT TEACHING EXPERIENCE

School	Address	Subject or Grade Level	Inclusive Dates

TEACHING (Give accurate data concerning full time teaching experience in public schools and other state accredited schools)

Name of School Institution	City, State	Grade or Subject	Dates		Total Years	Reason for Leaving
			From	To		

Summary of teaching experience in public and/or other state accredited schools:

Elementary ____ Middle School ____ Jr. High School ____ High School ____ Adm. ____ Total Experience ____yrs.

Have you successfully completed the Praxis Exam? Yes () No () Subject Area(s) _____

Have you been a member of the armed services? Yes () No () Date of active duty _____

IV. SPECIAL QUALIFICATIONS, PUBLICATIONS, HONORS, TRAVEL OUTSIDE ACTIVITIES

This space is provided so that you may list training and experiences, not covered elsewhere in this application, that you believe add to your qualification for the position(s) for which you are applying. You may wish to use this space to describe honors, awards, special publications, significant research, student activities, and memberships in business, professional or civic organizations. You may include this information in your resume. You may also list hobbies in this space.

V. REFERENCES

Name	Address	Area Code/Phone Number	Official Position

IMPORTANT: Please have your college or university forward your transcript, test results, and any placement office

Regular drug screens are required for safety sensitive positions.

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information given by me on this application and any supplement is true and correct to the best of my knowledge. I understand that false statement on this application may result in termination of employment.

Date

Signature of Applicant

APPLICATION PROCESS AND GUIDELINES

- A. Your application will be reviewed and placed in our active files (by job title) for consideration. Applications should be complete and include all the information requested.
- B. A limited number of applicants may be interviewed.
- C. Selected applicants will be recommended to the superintendent. This recommendation does not imply automatic employment.
- D. If you are not selected for employment, your application will remain in the school system's files until June 30 of the following year. After that date, unless we hear from you, the application and all attachments will be inactive.
- E. After you submit your application to the personnel office, it is not necessary for you to contact the personnel office unless you want to notify us of a change in your name, address, telephone number or credentials, or to request withdrawal or renewal of your application.
- F. If you wish to apply for a different vacancy, notify personnel department *in writing* of the position for which you wish to apply.
- G. Please note that it is the responsibility of the applicant to see that all written references are filed with their application. Reference forms are available through the personnel office and on-line.
- H. The application (and supplements) becomes the property of Manila Public Schools upon submission, and the applicant releases all rights to retrieve it or any portion of its contents.
- I. All requested information should be included with the application at the time of submission.
- J. Veterans, Disabled Veterans, Unmarried Spouses of Deceased Veterans have preferred status.