



*Kinston Charter Academy
2000 Martin Luther King Jr. Blvd
Kinston, NC 28501*

We appreciate your interest in wanting to work with us here at Kinston Charter Academy. In submitting your completed application, it is your responsibility to:

- A. Complete an application included in this file. Send in at least three references, one of which must be from your present or last employer or your student teaching supervisor if you are a beginning teacher. References from relatives or personal friends are not acceptable. ***If you are applying for an Administrative position, you will need to submit three written letters of reference.*** Please remember to complete the section under “Note to Applicant” on the reference form, forward to your references, and have them returned to us in a sealed envelope. If you have an up-to-date college or university placement office file containing references, you may use it in place of the reference forms.
- B. Send an official copy of your college or university transcripts; we prefer a transcript that shows “Date Degree Granted.” If you send an incomplete transcript initially, please send a complete one when it is issued.
- C. Send a copy of your North Carolina teacher’s certificate/license. If you are a recent graduate, please obtain a letter from your college stating that you have met all requirements for North Carolina certification while we are waiting for your license to be issued. If you are licensed out-of-state, please send a copy of your certificate from that state and indicate the date you applied for a North Carolina certificate; or send a copy of your “Statement of Eligibility for Certificate/License” if the North Carolina Division of Certification has issued one to you; or obtain a completed Form V from your out-of state college (Form V is in the NC licensure packet).
- D. Send a copy of your PRAXIS and/or National Teacher Examination scores.
- E. You are encouraged to send a copy of your latest performance appraisal materials. For North Carolina teachers, we would like to receive the latest copy of your performance appraisal instrument (TPAI or other PAI), your Formative Observation Data Analysis (FODA), your Individual Growth Plan (IGP), or other similar data. Teachers from out-of-state may send whatever similar forms you have. If you are a beginning teacher, please include a copy of your student teaching evaluation instrument.
- F. Please do not enclose a check with the Authority for Release of Information form. Kinston Charter Academy will pay for this service upon employment.

It is very important that all of the above requirements be met. The sooner you complete your file, the better your chances are of completing the screening process before we have vacancies. **When your application folder is completed,** these steps will be followed:

- The Principal/CEO will study the files of applicants who are licensed in the area of the vacancy.
- As a result of the study, the Principal/CEO will select several applicants for an initial interview.
- The Principal/CEO will contact the applicant for an interview.
- The Principal/CEO will check references.
- The Principal/CEO will make a recommendation to Board of Directors for approval to employ.
- The Principal/CEO will contact the applicant to discuss employment with the school.
- All other applicants will be notified in writing of the Board=s decision.

Your application will be removed from the active file after one year, unless you request in writing that it remain active.

Thank you for your interest in Kinston Charter School employment

The Board of Directors is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, disability, or national origin.

Certified Employment Reference



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Note to Applicant: Please type or print in ink the information below and give this form to the three persons you have listed in the references section of the application. (S)he should then complete the form and mail it directly to Kinston Charter Academy in the envelope which you have provided them. You should place a stamp on the envelope since the school system does not provide postage for letters of reference.

Name _____
Last First Middle/Maiden

Position Desired: First Choice _____
Subject Area, Grade Level, and/or Position
Second Choice _____
Subject Area, Grade Level, and/or Position

You are asked to waive your legal right to see this letter of reference in order that it will be as frank and objective as possible. I hereby _____waive _____do not waive my right to see this document.

Applicant's Signature

Date

Recommendation

Note to Recommender: The person named above is applying for employment with Kinston Charter Academy. You have been chosen by the applicant to submit your comments on the applicant's qualifications for employment. The questions posed on the next page of this form are important and Kinston Charter Academy would appreciate your answering them directly. However, by no means should you feel limited by these questions. Please cover any topic or add any statements which you believe may be relevant in evaluating the applicant's application for employment with our school system.

Your recommendation will be treated as confidential if the applicant waives his/her right to see it (see above).

When you have completed this recommendation form, place it in the envelope provided by the applicant, seal it, and sign your name across the line at the envelope closing, and mail it to Kinston Charter Academy, Principal/CEO, 2000 Martin Luther King Jr., Blvd. Kinston, NC 28501.

On behalf of Kinston Charter Academy, thank you for your help in assessing this applicant's qualifications.

Recommender's Signature _____ Date _____

Recommender's Name (please type or print) _____

Position or Title _____

School or Firm _____ Telephone Number (_____) _____

Address _____
Street City State Zip

Applicant's Name _____

General Questions

1. How long have you known the applicant? _____
2. In what capacity? _____
3. Would you prefer that we call you for information? _____
4. To your knowledge has the applicant ever failed re-election? _____
5. Why do you think the applicant wishes to change positions? _____

Please give your appraisal of the applicant in terms of qualities listed below.

Qualifications/Characteristics	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Unknown or Comment
Appearance					
Self-concept					
Physical Ability as related to position					
Scholarship					
Creativity and imagination					
Written communication skills					
Oral communication skills					
Objectivity (fairness)					
Interested in position					
Aptitude					
Preparation (formal training/experience)					
Concept or/approach to position					
Concept or/approach to discipline					
Knowledge of curriculum					
Educational method					
Responsibility					
Motivation					
Initiative					
Human relationships					
Emotional stability					
Leadership					
Maturity					
Character					

RECOMMENDATION FOR EMPLOYMENT

___ enthusiastically recommended ___ recommend ___ recommend with reservations ___ do not recommend

If you checked "recommend with reservations" or "do not recommend," please explain why: _____

AUTHORITY FOR RELEASE OF INFORMATION
State and Federal Access

I authorize the North Carolina State Bureau of Investigation, Special Operations Division to perform a fingerprint search of the State and National criminal history record database in connection with my application for employment or my employment with NC Charter Schools pursuant to N.C.G.S. 115C-238.29K.

LAST NAME	FIRST	MIDDLE	MAIDEN
_____	_____	_____	_____
(Print or type)			

SOCIAL SECURITY NUMBER *Optional	DOB	SEX	RACE
_____	_____	_____	_____

I understand that the North Carolina State Bureau of Investigation, Special Operations Division, and its officials and employees shall not be held legally accountable in any way for providing this information to the above named School, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the School cannot release a hard copy of the results of this criminal history record check to me.

*Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be utilized to assist with accurate identification/exclusion of possible criminal history records.

Applicant's/Employee's Signature

Date

This request form must be accompanied with a transmittal letter from the Authorized Official(s) requesting Criminal History Record Information. This request must be mailed to:

State Bureau of Investigation
Criminal Information and Identification Section
Attn: Applicant Unit
P.O. Box 29500
Raleigh, North Carolina 27626-0500

ORI# SCHCHARTO - State Board of Education
Office of Charter Schools

National Fingerprint Check - \$38.00 _____

WAIVER AND RELEASE OF PERSONNEL INFORMATION

The undersigned applicant hereby expressly authorizes the Kinston Charter Academy Board of Directors through its authorized agents, to make any investigation of my personal or employment history, expressly including, but not limited to federal and/or state criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give the Board of Directors, its agents or employees any information they may have regarding me. In consideration of the review of my employment application by the Kinston Charter Board of Directors, its agents or employees, I hereby release the Board of Directors and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information.

Social Security # XXX - XX -	Date of Birth:
Name:	
Address:	
Telephone Number with Area Code:	
Date:	Signature of Applicant:

Completed application and this form (signed and dated) should be forwarded to:

Kinston Charter Academy
2000 Martin Luther King Jr. Blvd.
Kinston, NC 28501
(252) 522-0210

***PLEASE NOTE: APPLICATIONS REMAIN ACTIVE FOR A PERIOD OF ONE YEAR.**

I further understand that misrepresentation or omission of facts called for in this application are grounds for dismissal.

Educational Preparation

Level of Education	Name of school or University	State	Field of Study	Type of Degree	Year of Graduation	GPA	Dates of Attendance From	TO
High						NA		
College								

Have you completed Effective Teacher Training? ___ yes ___ no If yes, attach a photocopy of verification.

NTE/Praxis Examination Scores

North Carolina requires passing scores on NTE/Praxis examinations to qualify for a teaching license. Even individuals qualifying for a North Carolina licensed based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements. Please complete the section below indicating which tests you have taken and enclose a copy of your score report(s) for those you have taken.

NTE Specialty Area(s) or Praxis II Examination yes no

_____	_____	_____	Copy Enclosed? <input type="checkbox"/> yes <input type="checkbox"/> no
Month/Year	Test code#/Test Name	Score	
_____	_____	_____	Copy Enclosed? <input type="checkbox"/> yes <input type="checkbox"/> no
Month/Year	Test code#/Test Name	Score	
_____	_____	_____	Copy Enclosed? <input type="checkbox"/> yes <input type="checkbox"/> no
Month/Year	Test code#/Test Name	Score	

Please submit a copy of your most recent college transcript

Student Teaching

If student teaching has been completed within the last three years, supply the following information:

School: _____

Address: _____

Grade or Subject _____ Dates: From _____ To _____

COOPERATING TEACHER: _____

Home Address: _____ Telephone No. _____

COLLEGE SUPERVISOR: _____

College/University Address: _____

Home Address: _____ Telephone No. _____

Teaching Experience (List chronologically all teaching experience. Do not include substitute teaching.)

Name of School	School Division City/County	State	Position Held Grades and/or Subjects Taught (Specify)	Dates Mo/Day/Yr. (From ... TO)	Total Years	Phone #	Supervisor's Name

Have you ever achieved tenure in another NC school system? If yes, when and where. _____

Work Experience Other Than Teaching

(List Chronologically)

Employer	City/County	State	Kind of Work	Dates of Employment	Supervisor's Name and Phone #

References

It is the applicant's responsibility to have the following information provided for the school system in order to be considered for employment:

- A. The names of at least three reference sources must be provided and must include current employer if employed, or last employer if not currently employed.
- B. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file and list names below.

Name of Reference	Position/Relationship	Complete Mailing Address	Phone Number	
			Work	Home
1.		-		
2.				
3.				

May we contact your present or last employer? Yes No

References from relatives or persons who can evaluate only your personality and character are not acceptable.

Please submit a copy of your most recent Summative evaluation.

Additional Information

Please check appropriate answer:

Yes No

Have you ever been suspended, dismissed, fired, or discharged from a position of employment?

Have you ever had a teaching license suspended or revoked?

Have you ever been asked to resign from a position of employment?

Have you ever been convicted of any violation of the law other than a minor traffic ticket?

Do you have criminal charges or procedures pending?

If your answer to any of the above questions is yes, please explain on a separate page and include in this application.

Drivers License Number _____ State _____ Class _____

Related Activities

Please list below those school activities in which you are interested and which you are qualified to supervise, coach or direct. Please be specific about coaching experience and use another page if needed.

Other interests: _____

Please list any subject(s) which you may be qualified but not licensed to teach. _____

Additional Information

Please use all or part of the space below to give, in your own handwriting, whatever additional information you would like to share about yourself. This information could be a short autobiography, additional information regarding your cultural and educational background, your preparation, experience, interests and hobbies, plans, recreational activities, travel, or experiences with children in church, community, camp, or other activities. Please feel free to elaborate on information already given elsewhere in this application. (Attach additional sheets if necessary.)

To avoid conflict of interest, list any board member, administrator, or supervisor in the school system to whom you are related and cite the relationship.

Name

Relationship

The undersigned applicant/employee hereby expressly authorizes the Kinston Charter Academy Board of Directors, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give to the Board of Directors, its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Directors, its members, officers, agents, or its employees, I hereby release the Board of Directors and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete.

I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Date _____ Signature _____

Do we have your permission to share your file with other school systems? yes no

Signature _____

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