

APPLICATION FOR PROFESSIONAL CERTIFICATED EMPLOYMENT

The Mountain Community School

To Learn To Love To Learn

Please submit Application, References, Transcripts, etc., to:

The Mountain Community School
613 Glover Street,
Hendersonville, NC 28792
Attention: Personnel

Personal Information

The following information is requested by the Federal Government in order to monitor compliance with equal opportunity laws. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, The Mountain Community School is required to note the information on the basis of visual observation or surname. If you do not furnish the information, please mark the appropriate box below.

I do not wish to furnish this information

ETHNICITY: Not Hispanic or Latino Hispanic or Latino

Race: Asian American Indian or Alaska Native

Black Native Hawaiian or Other Pacific Islander

White

Name: First Middle Last Nickname

Address: Street City State/Country Zip

Telephone (H): () (W): () Contact: ()

Social Security # Date available for employment

Position for which application is being made:

Would you prefer to work Full Time or Part Time?

Certification

Do you hold a North Carolina Certificate? Yes No

If yes, enclose a copy and please complete the information below.

Table with 3 columns: Date Expires, Date Issued, Date Effective

Table with 4 columns: PROGRAM, CERTIFICATE AREA(S), CLASS, EXPERIENCE

Subjects in which you hope to receive a NC certificate (if you do not have one)

Other states in which you hold a valid teaching certificate (Please send copies)

References

It is the applicant's responsibility to have the following information provided for The Mountain Community School 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 co-operating teacher(s) in the placement file and list names below.

Name of Reference	Position/Relationship	Complete Mailing Address	Work Phone	Office Phone

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.

Additional Information

Please check the appropriate answer:

Yes No

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

___ ___ Have you ever had a teaching certificate suspended or revoked?

___ ___ Have you ever even 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.

Driver's 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.

Other interests: _____

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

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

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. Address specifically why you want to be a part of The Mountain Community School, and how you feel you might contribute to its success. Feel free to attach addition pages if desired.

The undersigned applicant/employee hereby expressly authorizes the Board of Directors of The Mountain Community School, 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 of The Mountain Community School, 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 of The Mountain Community School, its members, officers, agents, or its employees, I hereby release the Board of Directors of The Mountain Community School 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 _____

It is the policy of The Board of Directors of The Mountain Community School not to discriminate in the hiring of employees on the basis of age, race, ethnicity, national origin, gender, religion, or disability.

FALSE INFORMATION ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL

CRIMINAL RECORDS PROCEDURE

A criminal records check at State and Federal levels will be done on each newly hired employee. If the criminal records check shows that the employee has been convicted of a felony, then the employee will be dismissed.

If the criminal records check shows that the employee has been convicted of a misdemeanor within the preceding 10-year period, then the Board of Directors will look at each individual's record and decide whether to continue employment or dismiss the employee. The Board will consider issues such as how long ago the misdemeanor occurred, type of misdemeanor committed, and the area of assignment where the employee would be working.

Anyone who has been convicted of a serious misdemeanor or convicted of a misdemeanor involving morals or drugs or deals with any conviction due to abuse of children, will be dismissed without review by the Board.

The Mountain Community School

Thank you for your interest in The Mountain Community School.

What happens next:

Your application will be reviewed and placed in our active file for consideration.

References:

Your references will be checked when your application file is complete.

Interview:

The Board of Directors will arrange an interview for selected applicants, after receipt of transcripts and NTE scores. You will be notified if you have been selected for an interview.

Selection:

Applicants will be selected based on information obtained through the selection procedures process in the areas of: application, NTE scores, references, transcripts, and interviews.

Notification:

If you are selected for a position, the Board of Directors will inform you of your starting date and the terms and conditions of employment. You will be asked to come to our office to sign your contract and enroll in the benefits program.

Application Renewal:

Your application will remain in the active file for one year. It may be renewed each year if requested by applicant. If not renewed, your application will be retained as inactive for one additional year before disposal.

A Final Note:

Following your interview, you will not need to contact us unless you move, change your name, change your telephone number, become unavailable, or need to renew your application. If you have been interviewed for a specific vacancy, you will be notified when the vacant position is filled.

**The Mountain Community School
613 Glover Street
Hendersonville, NC 28792
(828) 696-8480**

Mission Statement

The mission of The Mountain Community School is to create an educational environment where students are inspired to academic excellence and discovery. Teachers, parents, students, and the community will work together to honor individuality and diversity, nurture respect for self and others, and foster a lifelong love of learning.