



Gatewood Schools

Application For Teaching or Administrative Position

Mail completed application to:

Gatewood Schools
139 Phillips Drive
Eatonton, Georgia 31024

Date: _____

Name: _____ Phone: _____

Email address: _____ Cell Phone: _____

Address: _____
(Number and Street) (City) (State) (Zip)

Applying for (Position): _____

Subject(s): _____

Mark all that apply: Early Childhood Elementary Middle School Senior High

What was your COLLEGE MAJOR? _____

What was your COLLEGE MINOR? _____

Do you hold a teaching certificate? Yes No Type/Class _____

Valid in what state: _____

Granted (date): _____ Expires: _____

Please include a copy of your current Georgia teaching certificate. If your Georgia certificate was issued prior to 2004 (or you do not possess a teaching certificate), please include a recent copy of your "suitability" letter from the Georgia State Department of Education stating results of your fingerprinting/background check.

If you do not presently hold a teaching certificate, what course or courses do you lack? List:

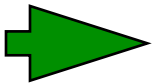
When do you expect to complete these requirements for certification? _____

Gatewood Schools

Application For Teaching or Administrative Position page 2

RECORD OF EDUCATION / TRAINING

	Name of Institution	Dates (From / To)	Year Graduated	Degree	GPA
High School:					
College/ University					
College/ University					
College/ University					
Other					



Please include a copy of undergraduate and graduate grade transcripts.

TEACHING EXPERIENCE

Beginning with your most recent position, list all teaching or instructional experience for which you have been compensated.

School	City/State/Zip	From – To	Subject(s) / Grades

ADMINISTRATIVE AND/OR OTHER EXPERIENCE

Beginning with the most recent, please list all NON-INSTRUCTIONAL work experience for which you have been compensated.

Organization	City/State/Zip	From - To	Type of Work	Reason for Leaving

Gatewood Schools

Application For Teaching or Administrative Position page 3

Are you willing to assist in sponsoring/coaching extra-curricular activities? Yes No

If yes, in what special areas are you interested and feel competent? (List in order of preference)

If you have been teaching or serving as an administrator, why do you desire a change from your present position?

In a paragraph, please describe your greatest strengths as a teacher or administrator.

If you have school age children, do you intend for them to attend Gatewood?

Yes No Not sure

If you marked "No" or Not sure," please explain: _____

School age children's names: Entering grade level: Children's names: Entering grade level:

Gatewood Schools

Application For Teaching or Administrative Position page 4

PERSONAL HISTORY

Are you a U.S. citizen? Yes No

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying? Yes No

If so, please explain: _____

Have you ever been convicted of a felony, or a misdemeanor, which resulted in imprisonment?
 Yes No

If so, please explain: _____

Have you ever been convicted of child abuse of any kind? Yes No

Please check the appropriate answer:

Have you ever been suspended, dismissed, fired, or discharged from a position of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a teaching certificate suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been asked to resign from a position of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been arrested for or convicted of any violation of the law other than a minor traffic ticket?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any charges pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered yes to any of the above, please explain: _____

Gatewood Schools

Application For Teaching or Administrative Position page 5

ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.

Applicant's signature _____

Date _____

AS A MEMBER OF THE GATEWOOD SCHOOLS FACULTY, realizing the necessity of standing together, I hereby commit myself to stand behind the decisions of the Board and make every effort to support loyally the School and its staff and defend it against undue or invalid criticism.

Should the time come when I can not in good conscience follow the above commitment, I agree to resign.

Signed: _____

Date: _____



Gatewood Schools

Application For Teaching or Administrative Position page 6
References

Please list four professional references and send a copy of the enclosed evaluation form to each. In addition, please list three character references on the following page.

Note: Evaluation Forms are **not** sent to character references.

A. Professional References

1. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

2. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

3. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

4. _____
(Name) (Occupation) (Capacity in which he/she knew you)

Address _____

Email: _____

Home Telephone _____ Business Telephone _____

Gatewood Schools

Application For Teaching or Administrative Position page 7

--References Continued--

B. Character References

1. _____
(Name) (Occupation) (Capacity in which he/she knew you)
Address _____
Email: _____
Home Telephone _____ Business Telephone _____

2. _____
(Name) (Occupation) (Capacity in which he/she knew you)
Address _____
Email: _____
Home Telephone _____ Business Telephone _____

3. _____
(Name) (Occupation) (Capacity in which he/she knew you)
Address _____
Email: _____
Home Telephone _____ Business Telephone _____

Document Checklist

Please be sure to include the following documents with your application packet:

- Current Resume
- Completed Application
- Current Georgia Teaching Certificate
- Background check from Georgia State Dept. of Education If you have **not** previously had a background check done, please download the Background Check document on the website.
- Transcripts: Undergraduate and Graduate
- References: List four Professional and three Character.