



River Mill Academy
235 Cheeks Lane
Graham, NC 27253
336-229-0909

Employment Application

Position(s) for which you are applying: _____ ☐ Full Time ☐ Part Time

Personal Information

Name: _____
(Last) (First) (Middle/Maiden)

Address: _____
(Street) (City) (State) (Zip Code)

Home Phone: _____ Mobile Phone: _____

E-Mail Address: _____

License and Certification

Do you hold a current North Carolina Professional Teaching License? ☐ Yes ☐ No

If yes, please list Licensed Areas / Subjects: _____

Date Issued: _____ Expiration Date: _____ (please attach a photocopy)

Testing Requirements and Scores

The National Teacher Examination (NTE) / PRAXIS Series Tests are required for all lead teacher applicants including those from states with reciprocity agreements.

NTE: Have you taken the NTE? ☐ Yes ☐ No If yes, when? _____
Professional Knowledge Score: _____ Area Score: _____

PRAXIS: Have you taken the PRAXIS? ☐ Yes ☐ No
Principles of Learning & Teaching Tests Scores: _____ PRAXIS II Subject Access Scores: _____

If you have never been issued a NC License, please attach a copy of your NTE / PRAXIS scores. These scores may be requested from: NTE / The PRAXIS Series, ETS, CN 6015, Princeton, NJ 08541-6050.

Education

Dates Attended

Name of School	City and State	Degree	Major	Dates Attended		Overall GPA
				From Month / Year	To Month / Year	

Work Experience

Please start with your most recent position. Complete all information even if you include a resume. Please list full time and part time experience separately.

Salary ratings are based on verifiable experience listed on this application. If additional previous experience is later verified, a prospective change in salary (if any) would be effective on the date of the rating change.

Name of School or Company: _____ **From:** _____ **To:** _____

☐ Public School (if applicable) ☐ Private School (if applicable) ☐ Full Time ☐ Part Time

Address: _____ **Phone:** _____

(Street) (City) (State) (Zip Code)

Job Title: _____ **Grade(s) and/or Subject(s) Taught:** _____

Reason for Leaving: _____

Name and Title of Supervisor: _____ **May We Contact?** ☐ Yes ☐ No

Name of School or Company: _____ **From:** _____ **To:** _____

☐ Public School (if applicable) ☐ Private School (if applicable) ☐ Full Time ☐ Part Time

Address: _____ **Phone:** _____

(Street) (City) (State) (Zip Code)

Job Title: _____ **Grade(s) and/or Subject(s) Taught:** _____

Reason for Leaving: _____

Name and Title of Supervisor: _____ **May We Contact?** ☐ Yes ☐ No

Name of School or Company: _____ **From:** _____ **To:** _____

☐ Public School (if applicable) ☐ Private School (if applicable) ☐ Full Time ☐ Part Time

Address: _____ **Phone:** _____

(Street) (City) (State) (Zip Code)

Job Title: _____ **Grade(s) and/or Subject(s) Taught:** _____

Reason for Leaving: _____

Name and Title of Supervisor: _____ **May We Contact?** ☐ Yes ☐ No

If you have additional experience, please include the information on a separate sheet.

Additional information

If you answer Yes to any of questions 1-6 below, please explain on an attached sheet of paper.

1. Have you ever been convicted of or pled guilty or no contest to a crime, either misdemeanor or a felony, other than minor traffic offenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Do you have criminal charges or proceedings pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever been suspended, dismissed, non-renewed, fired, or discharged from a position of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you ever had a teaching license suspended or revoked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you ever been asked to resign from a position of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. To your knowledge, has an investigation into improper or illicit actions by you been conducted (or was such an investigation pending) at the time of your resignation from prior employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Are you a citizen of the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. If not, do you possess a current alien registration card or Visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

References

Please provide a minimum of three references, such as principals and supervisors, who have first hand knowledge of your professional preparation and competence.

Name: _____ Title: _____
School or Company: _____ Phone: _____
Email: _____
Address: _____
(Street) (City) (State) (Zip Code)

Name: _____ Title: _____
School or Company: _____ Phone: _____
Email: _____
Address: _____
(Street) (City) (State) (Zip Code)

Name: _____ Title: _____
School or Company: _____ Phone: _____
Email: _____
Address: _____
(Street) (City) (State) (Zip Code)

To ensure that individuals who join River Mill Academy are well qualified and have a strong potential to be productive and successful, it is the policy of River Mill Academy to check the employment references of all applicants.

I understand and agree that, if offered employment by River Mill Academy, I consent to a criminal records check. I also understand and agree that any failure to comply with, complete, or meet such requirements by me will result in the denial of my employment, the withdrawal of my conditional offer of employment, or discharge, as applicable.

I have read this information carefully and certify that all information contained in this application and any attachments to it are true and complete to the best of my knowledge. I authorize River Mill Academy to make an investigation and inquiries of my prior employment history, my qualifications and abilities, my statements in this application, my criminal history/records, and any other related matters in arriving at an employment decision. I hereby authorize my previous employers to provide all information that they may have concerning my past employment. I release River Mill Academy from any and all potential liability arising from such investigation and inquiries of the above information and/or the completion of the above criminal record check requirement.

I understand that any omission of fact or false or misleading information given in this application for employment, any attachments to it, or in my interview(s) may result in the denial of my employment, the withdrawal of my conditional offer of employment, suspension, or discharge, as applicable.

Signature: _____

Date: _____

Return Application To: River Mill Academy • 235 Cheeks Lane • Graham, NC 27253

Notice:

In compliance with federal laws, River Mill Academy administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to the Chairman of the Board of Directors, River Mill Academy, 235 Cheeks Lane, Graham, NC 27253.