

_____ Placement File and/or 3 Letters of Reference Received
 _____ Nevada Teaching Certificate Received
 _____ Nevada Administrator Certificate Received

_____ Sent
 _____ Application Complete Notice Sent

TEACHING AND/OR PRINCIPAL EXPERIENCE

| School Year During Which Service Was Rendered | | Name and Address of School City, State, ZIP | Length of Sch Term (days) | Actual Days Served | Grades Taught/ Position Held | Type of employment | | |
|---|--------|--|------------------------------|--------------------|---------------------------------|--------------------|-----------|------------|
| | | | | | | Full Time | Part Time | Substitute |
| Beginning | Ending | | | | | | | |
| | | | | | | | | |
| Principal/Supervisor Name | | Title | | | Phone | | | |
| | | | | | | | | |
| Principal/Supervisor Name | | Title | | | Phone | | | |
| | | | | | | | | |
| Principal/Supervisor Name | | Title | | | Phone | | | |
| | | | | | | | | |

STUDENT TEACHING (Only if less than three years experience)

| DATES From/To | GRADE LEVEL | SUBJECT | NAME OF SUPERVISING TEACHER | NAME OF SCHOOL WHERE STUDENT TAUGHT | HOURS EARNED |
|----------------------------------|----------------|--------------|--------------------------------|--|-----------------|
| | | | | | |
| | | | | | |
| Principal/Supervisor Name | | Title | | | Phone |

TOTAL YEARS TEACHING EXPERIENCE

| ELEMENTARY | MIDDLE SCHOOL | HIGH SCHOOL | OTHER |
|------------|---------------|-------------|-------|
| | | | |

TOTAL YEARS ADMINISTRATOR EXPERIENCE

| ELEMENTARY | MIDDLE SCHOOL | HIGH SCHOOL | OTHER |
|------------|---------------|-------------|-------|
| | | | |

EXPERIENCE OTHER THAN EDUCATION (In Chronological Order)

Note: This section is optional and may be completed if you feel experiences other than teaching or working as a principal, vice principal or dean may be evaluated with the view of enhancing your capabilities.

| INCLUSIVE DATES | TYPE OF WORK OR POSITION TYPE | EMPLOYER | SUPERVISOR |
|-----------------|-------------------------------|-------------------------------------|--------------|
| | | <i>Employer</i> | <i>Name</i> |
| | | <i>Address City, State, ZIP</i> | <i>Phone</i> |
| | | <i>Employer</i> | <i>Name</i> |
| | | <i>Address City, State, ZIP</i> | <i>Phone</i> |

CERTIFICATION

| Type of Certificate/Endorsement | State | Expiration Date |
|---------------------------------|-------|-----------------|
| | | |
| | | |
| | | |

PROFESSIONAL REFERENCES

List three references, other than relatives, who have knowledge of your work experience and abilities. At least one should be a previous principal, supervisor, or host teacher.

| | | |
|-------------------|-------------------------|--------------|
| _____ () | _____ () | _____ () |
| <i>Name/Title</i> | <i>Address/City/Zip</i> | <i>Phone</i> |
| _____ () | _____ () | _____ () |
| <i>Name/Title</i> | <i>Address/City/Zip</i> | <i>Phone</i> |
| _____ () | _____ () | _____ () |
| <i>Name/Title</i> | <i>Address/City/Zip</i> | <i>Phone</i> |

IF YOU DO NOT HOLD NEVADA CERTIFICATION, PLEASE CONTACT:

State of Nevada
Department of Education
Teacher Licensing
700 East Fifth Street Suite 105
Carson City, NV 89701-5096

(775) 687-9115

Have you been convicted of a misdemeanor within the past five years? _____ Yes _____ No

If yes, describe in full: _____

Have you ever been convicted of, or received a suspended imposition of sentence for, a felony/misdemeanor?

_____ Yes _____ No

If yes, describe in full, and list the city and state in which convicted: _____

I HEREBY CERTIFY that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of my application or my removal from employment. An inquiry may be made to include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence locations for the past five years, military service and conviction records. **I have never been involuntarily released from any position, nor have I been asked to resign for any reason.** I have not committed any criminal act of child abuse or molestation or any sexual abuse of a minor; any act involving the illegal use or abuse of a controlled substance; any criminal act involving the use or abuse of alcohol; or any other crime of immorality (which means any act involving a crime of moral turpitude under the Laws of the State of Nevada). If I have been involved in any of the situations listed above, I have attached to this application a description of the events and an explanation why I believe such situation should not adversely affect my application for employment. I authorize my present and previous employers and listed references to release to the EIAA any information they may have regarding my character, background, or my employment record I understand that employment with the EIAA requires the approval of the EIAA Charter School Board.

Sign your name as you would like it to appear on our records.

Date

Elko Institute for Academic Achievement IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, with the Americans with Disabilities Act, and with all other state and federal employment laws. The District does not discriminate against any person on the basis of race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood. Should you need any assistance for any reason during any stage of the employment process, please discuss your needs with a member of the EIAA Charter School Board. Every effort will be made to reasonably accommodate you in this process.

REVIEW YOUR APPLICATION FOR COMPLETENESS AND ACCURACY.

CERTIFICATED APPLICATION REQUIREMENTS

Thank you for your interest in Elko Institute for Academic Achievement. We look forward to reviewing your application.

Applications are required to be **complete when submitted**. Items 1-4 must be submitted collectively in order for your application to be considered complete. Incomplete applications will not be accepted. The collective submission of paperwork is necessary to minimize the number of times your file is handled and the number of follow-up calls required to ensure your file is complete.

1. **COMPLETED APPLICATION, RESUME, AND COVER LETTER:** You must complete all sections of the application form—do not use "refer to resume" or an equivalent statement in lieu of completing the requested information on the application form. We urge you to enclose a resume and a cover letter indicating your specialty areas with your application. It is to your advantage to express all your specialties, training and areas of expertise. A complete portfolio helps a principal decide if you are the applicant he/she needs to interview.
 2. **TRANSCRIPTS:** Unofficial transcripts are acceptable until you are offered employment. Upon initial application you may send unofficial transcripts, however, prior to employment, official transcripts must be received within 30 days of hire. Complete transcripts include all coursework listed on your application under educational and professional training.
 3. **CONFIDENTIAL RECOMMENDATION LETTERS, AND PLACEMENT FILES:** Three Confidential Reference letters must be in sealed envelopes and returned with the application or mailed directly to our office. At least one of the confidential reference forms must be from an educational supervisor (principal, host teacher, college professor). You may submit a placement file and other letters of recommendation, but not in lieu of the confidential reference form. **3 REFERENCES REQUIRED**
 4. **NEVADA TEACHING CERTIFICATE:** If you currently hold a Nevada Teaching Certificate, we ask that you submit a copy with your application.
 5. **SALARY PLACEMENT:** Generally, new hires will be compensated for educational level and years of experience. Elko Institute for Academic Achievement reserves the right to negotiate salaries.
 6. **THE PROCESS:** Teaching positions are advertised or posted for out-of-district applicants when an opening occurs. The Principal will screen completed files in the appropriate endorsement. Three to five applicants are generally selected for an interview. This process continues until the position is filled.
- Our goal is to have complete applicant files ready for Principal review by May of each fiscal year.
 - Original applications must be updated every other year.
 - Please be sure you are thorough and accurate when completing your application.
 - Completion of your application and all information requested is important and can have a bearing on whether you are selected for interview.

3 REFERENCES REQUIRED