



TECH HIGH

1043 Memorial Drive, SE
Atlanta, GA 30316

www.techhighschool.org

Phone (678) 904-5091 Fax (678) 904-5095

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Dear Applicant,

We are pleased to enclose an employment application. Providing quality education for the students of Tech High School is an important mission of the Personnel Office. This can only be accomplished by identifying and hiring outstanding teacher candidates. To help us in this effort, we need the following documents:

- Transcripts of all college coursework both undergraduate and graduate
- Current teaching certificates, if any
- GACE/Praxis scores as applicable or other state's certification test scores
- 2 References
- A 500-word statement describing your philosophy of education and how your plan to maximize student learning at Tech High School.

References: References should be obtained from those who have firsthand knowledge of your scholarship, teaching ability, and other qualifications. Experienced teachers must include their most recent principal. It is your responsibility to furnish the appropriate individuals with the enclosed envelopes and reference forms. Be sure to print your name, social security number, and the type of teaching position you are seeking (subject area) at the top of each reference form before forwarding to your reference. Please instruct the individuals to mail the completed forms. Faxed forms will not be accepted.

To be considered for employment with Tech High School you must be certified or eligible for certification by the Georgia Professional Standards Commission, prior to the beginning of the school year. If you have any questions regarding certification requirements in Georgia, contact:

Georgia Professional Standards Commission
Two Peachtree Street
Suite 6000
Atlanta, GA 30303
(800) 869-7775

Please submit this application at your earliest convenience. Applying early can be to your advantage. The application does not need to be typed. Placement files are helpful but will not serve in lieu of the reference forms. Please encourage your references to return the forms as soon as possible. Your transcripts and GACE/Praxis scores should be sent to us as they become available to you, but please be aware that your application will not be considered complete until all required documents have been received. Do not let the availability of these items deter your from sending your application promptly. Upon receipt of a **completed** application, you may be contacted to teach a 90 minute lesson. Thank you for your interest in Tech High School.

Sincerely,

Elisa A. Falcó
Principal and CEO



Employment Application – Teacher & Substitute

Directions:

1. PRINT or TYPE neatly
2. Fill in all appropriate blanks
3. Submit a resume as well as photocopies of all transcripts, professional licenses, and educational tests
4. Be prepared to teach a 90 minute lesson at Tech High upon receipt of ALL application materials

I. PERSONAL DATA

Circle One:	NAME: Last, First MI		SSN #
Dr. Mrs. Mr. Ms.			-- --
PERMANENT ADDRESS			TELEPHONE #
MAILING ADDRESS			CELLULAR #
EMAIL ADDRESS			BIRTH DATE (optional) Mo. Day Year
Legally authorized to work in the U.S.? Yes No If "No" explain on a separate sheet.	APPLICANT STATUS New Applicant Former Applicant Former Employee	RACE (optional) Asian/Pacific Island African-American Hispanic Native American/Alaskan Caucasian Multi-racial/Other	REFERRAL SOURCE Tech High Website Newspaper Magazine TeachGeorgia Magazine Referral _____ Other _____



II. POSITION APPLYING FOR

FIRST PREFERENCE SECOND PREFERENCE THIRD PREFERENCE	OTHER EMPLOYMENT SPECIFICS Full-Time Part-Time Either Are you currently under contract? Yes No If yes, with whom? _____ Date available? _____ Are you interested in being a long-term substitute? Yes No
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III. EDUCATIONAL BACKGROUND

High School	City & State	Date of Graduation
College	City & State	
Major	Attended	
Minor	From	To
	Type	Date
College	City & State	
Major	Attended	
Minor	From	To
	Type	Date
Other	City & State	
Major	Attended	
Minor	From	To
	Type	Date
Other	City & State	
Major	Attended	
Minor	From	To
	Type	Date



IV. MILITARY SERVICE RECORD

(Must be Active Duty in the Armed Forces, Vista or Peace Corps.) **Forward Copy of DD214**

Branch	From		To	
	Month	Year	Month	Year
Type of separation				

V. STUDENT TEACHING/INTERNSHIP EXPERIENCE

School and District	From		To	
	Month	Year	Month	Year
City and State	Grade(s) or Subject(s)			

VI. SALARIED TEACHING EXPERIENCE

If less than full time, give particulars. Begin with the most recent experience.

School and District/College	From		To	
	Month	Year	Month	Year
City and State	Grade(s) or Subject(s)			

School and District/College	From		To	
	Month	Year	Month	Year
City and State	Grade(s) or Subject(s)			

School and District/College	From		To	
	Month	Year	Month	Year
City and State	Grade(s) or Subject(s)			



VII. RELATED WORK EXPERIENCE

List only positions directly related to your major field and/or teaching.

Employer	From		To	
	Month	Year	Month	Year
City and State	Grade(s) or Subject(s)			
Employer	From		To	
	Month	Year	Month	Year
City and State	Grade(s) or Subject(s)			
Employer	From		To	
	Month	Year	Month	Year
City and State	Grade(s) or Subject(s)			

VIII. EXTRACURRICULAR INTERESTS

Every teacher is encouraged to participate in the extracurricular activities of the school. What activities or clubs are you interested in sponsoring or assisting?



IX. CERTIFICATIONS AND LICENSURE STATUS

Please attach copies of licenses, certificates and test scores.

Georgia State Teaching Certificate	Yes	No	Expiration Date:
	Professional		
	Provisional		
Other State Teacher Certificate(s)	Yes	No	If yes, identify State(s)
Other Professional License?	Yes	No	Type of license & Expiration Date
GACE	Yes	No	Subject & Date Passed
Praxis I	Yes	No	Date Passed
Praxis II (Content)	Yes	No	Subject & Date Passed
Other Educational Testing	Yes	No	Test Name & Date Passed

X. PROFESSIONAL REFERENCES

These individuals may be contacted for verification purposes

CURRENT PRINCIPAL	
Name _____	Address of Reference
Work Phone # () _____	School _____
Hone Phone # () _____	Street _____
	City, State, Zip _____
SUPERVISOR, DEPARTMENT CHAIR, FORMER PRINCIPAL OR ASSISTANT PRINCIPAL	
Circle One	
Name _____	Address of Reference
Work Phone # () _____	School _____
Hone Phone # () _____	Street _____
	City, State, Zip _____



XI. WHY DID YOU LEAVE YOUR LAST POSITION?

XII. CONVICTION OR DISMISSAL

Have you ever been convicted of a crime other than a minor traffic violation, received a probation before judgment or received a not criminally responsible disposition?	Yes	No
Are you the subject of pending criminal charges?	Yes	No
Have you ever been dismissed, asked to resign or refused employment?	Yes	No
Have you ever had your teaching certificate investigated, suspended or revoked?	Yes	No

**IF YOU ANSWERED “YES” TO ANY OF THE ABOVE QUESTIONS,
PROVIDE DETAILS ON A SEPARATE SHEET.**

XIII. AFFIRMATION

I hereby affirm that the information given by me in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application or discharge if I have been employed. I further understand that appropriate salary credit will be determined from verified information reported within this application.

Signature of Applicant

Date

XV. MAILING ADDRESS

Send the application to the below address

Tech High School
Elisa A. Falcó
Principal and CEO
1043 Memorial Drive
Atlanta, GA 30326

Faxed applications will not be considered



Employment Application – Reference

Tech High School: Personnel Office
1043 Memorial Dr
Atlanta, GA 30326

APPLICANT NAME:
SOCIAL SECURITY #
POSITION APPLIED FOR

Applicant's Date of Service			
From		To	
Month	Year	Month	Year
Subject(s) or Grade(s) taught:			
Supervised as ___ Student Teacher ___ Teacher			

What are the applicant's strengths?

In what areas does the applicant need to improve?

Why did this applicant leave your employ?

If you were considering someone to teach your child or to teach in the school where you work, how would you recommend this applicant? ___ Hire with enthusiasm ___ Hire ___ Hire with reservation ___ Do not hire

OVER



Employment Application – Reference (cont)

THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE SHARED WITH THE APPLICANT

QUALIFICATION CHARACTERISTICS	Outstanding	Very Good	Satisfactory	Marginal	Unsatisfactory
Plans and prepares work effectively					
Communicates effectively (Verbal & Written)					
Displays subject matter competency					
Utilizes a variety of teaching skills and methods					
Exercises appropriate student control and classroom management					
Works well with others; shows judgment and a willingness to assist					
Varies teaching to the ability levels of students					
Motivates students and establishes rapport					
Maintains health and emotional stability					
Fulfills responsibilities in a dependable manner					
Demonstrates commitment to teaching and a professional attitude					

Signature

Date

Name (Print)

Title