



Primavera online high school
an american virtual academy

APPLICATION FOR CERTIFIED/HIGHLY QUALIFIED TEACHING POSITION

Thank you for your inquiry concerning a teaching position with Primavera On-Line High School. Primavera offers students an outstanding, flexible curriculum with highly qualified teachers. We are currently recruiting quality teachers to our staff.

EMPLOYMENT APPLICATION PROCESS:

The following information must be submitted to Primavera On-Line High School for you to be considered for a teaching position. Please submit all paperwork as a packet. You may also want to keep a copy of your application and related documents as they will remain with our Human Resources Department.

1. APPLICATION:

- ◆ Complete all sections. (Do not indicate “see resume”)
- ◆ Be specific as to the secondary subject(s) for which you are highly qualified to teach.
- ◆ Be specific when listing the type(s) of Arizona certificates you currently possess or for which you are eligible.

2. LETTERS OF RECOMMENDATION:

Two letters of reference from your employers and/or supervisors, preferably from the education field.

Transcripts and certification are not required upon initial application; however, official transcripts and a copy of your valid certificate will be necessary at the time of employment.

CERTIFICATION

Appropriate AZ certification is required at time of employment. Because a fingerprint clearance and satisfactory completion of assessments are requirements prior to issuance of a teaching certificate, please plan accordingly.

1. Complete information regarding certification may be obtained from:

Arizona Department of Education
Director of Certification
1535 West Jefferson St. #126
Phoenix, AZ 85007
(602) 542-4367 or (602) 542-4368
www.ade.state.az.us

2. Information regarding fingerprint clearance for the State of Arizona may be obtained through the Department of Public Safety (DPS) at 602-223-2279.

Name _____

Primavera High School Grades 9-12

Applying for: Full-time _____ Adjunct _____

Fall Semester Spring Semester Summer

POSITION FOR WHICH YOU ARE APPLYING:

Please indicate your teaching area preference(s), subject area, or special area*, in order of preference.

Subject Area/Major(s) or Special Area(s)*	# Semester Hours	Date Passed State Academic Subject Knowledge Test	Advanced Degree Subject Area	National Certification

Other: _____

How many years of full-time, contracted teaching experience have you completed? _____

Indicate why you want to teach in our online environment?

Explain your previous experiences as an online teacher or as an online student?



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An Equal Opportunity Employer

APPLICATION FOR CERTIFIED PERSONNEL

Print clearly or use typewriter: Answer all questions completely. Incomplete information will affect our evaluation. No question on this application should be answered in such a manner as to disclose race, color, creed, national origin, ancestry, age, marital status, sex, or the existence of any physical or mental condition.

Application Date: _____

_____ Last Name First Name Middle Name

E-mail address _____ Driver's License: State _____ # _____

Present address: _____
Street City/State Zp Code

Home Phone (_____) _____ Cell phone (_____) _____

How long at above address: _____ (if less than one year, write previous address below:

_____ Street City/State Zp Code

If Arizona resident, how long have you lived in Arizona? _____

What languages, other than English, do you speak? _____ Write? _____

From what source were you referred to Primavera On-Line High School? _____

What Arizona teaching certificates do you hold?

Certificate	Date Issued	Date of Expiration
_____	_____	_____
_____	_____	_____

If you do not hold a certificate, please note the certificate for which you are eligible and the date you applied:

_____ Certificate Date Applied

Do you have a fingerprint clearance card from the Department of Public Safety? Yes _____ No _____

If no, date applied _____

EDUCATIONAL PREPARATION

College/University	City/State	Major	GPA	BA	MA	EdS	EdD	Tchr Cert.	Yr. Earned

How many semester hours of graduate credit beyond your highest degree? _____

Please complete the following if you student taught within the last five (5) years.

School and District _____ Phone No. _____

Subject/Grade Taught _____ Cooperating Teacher _____

CONVICTION REPORT

Because of Primavera On-Line High School's dedication to its students and community, the following information is needed from all applicants and employees regarding convictions. *A record on conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form.

1. _____
Last
First
Middle

2. _____
Former Names

3. Social Security Number: _____

4. Have you ever been convicted of an offense other than a minor traffic violation(s)?

3. Social Security Number: _____

4. Have you ever been convicted of an offense other than a minor traffic violation(s)? Yes _____ No _____

5. Have you ever been convicted of a sex or drug related offense? Yes _____ No _____

6. Have you ever been convicted of a DUI? Yes _____ No _____

7. Have you ever been convicted of a felony? Yes _____ No _____

8. Have you ever been convicted of a dangerous crime against children as defined in A.R.S. 13.604.01?*** Yes _____ No _____

9. Have you been arrested for a crime that has not yet been resolved? Yes _____ No _____

***CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether or not appeal is pending or could be taken.

****A.R.S. 13.604.01** requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

I certify that all statements made in this application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment with Primavera On-Line High School. I authorize Primavera On-Line High School to independently verify all information I have given on this application, to include verification of educational background and employment records. I understand that the Human Resources Department will conduct a comprehensive background check on me. For the period this background check is being conducted, I will be considered a conditional employee. I understand that if I refuse to cooperate, refuse to be fingerprinted, am found to have falsified or omitted information on this form, or any document during the application process, or am discovered during the background process to be unfit to work with children or not of the quality Primavera On-Line High School desires to employ, I may not continue as an employee (candidate) of Primavera On-Line High School.

Employee Signature _____ Date _____

BUSINESS REFERENCES

Give names and complete addresses of two or three references who are familiar with your personality, character and work habits. **(Do not use relatives as friends as references.) Please give numbers of references that can be contacted.**

NAME	Years Known	Official Position	Work Phone	Home Phone