



FACULTY EMPLOYMENT APPLICATION

GENERAL INFORMATION

Full Name (Last, First, Middle): _____

Address: _____ Email: _____

Daytime phone: _____ Evening phone: _____ Fax: _____

Upon hire, you will be required to undergo a background check, present proof of authorization to work, and your Social Security number. Can you, upon offer of employment, submit verification of your legal right to work in the U.S.? Yes No

What specific position (if any) are you applying for? _____

How did you find out about this position? _____

Briefly describe your experience with Waldorf education. (Attach a separate sheet if needed.)

Please check all those for which you are available:

Date Available: _____

Full-time Part-time Substitute On-call Regular School Year All Calendar Year

TEACHING or OTHER WORK EXPERIENCE

List present or most recent first.

Date from/to:	Name, address, phone & email of employer:	Your title: Annual salary:
Work performed:		
Reason for leaving:		
Date from/to:	Name, address, phone & email of employer:	Your title: Annual salary:
Work performed:		
Reason for leaving:		
Date from/to:	Name, address, phone & email of employer:	Your title: Annual salary:
Work performed:		
Reason for leaving:		

Applicant's name: _____

Which two of the subjects above do you consider to be your major teaching strengths?

1. _____ 2. _____

ADDITIONAL QUALIFICATIONS, SKILLS & CERTIFICATIONS

Please list extracurricular areas, special skills, experiences, or qualifications that might assist you in performing the position for which you are applying or you feel qualify you to make a leadership contribution to Journey School.

List all areas in which you hold valid California and/or out-of-state teaching certificates. Attach copies of certificates.

List your professional licenses, certificates, professional memberships, etc. (Exclude any information that would reveal your race, religion, creed, color, gender, sexual orientation, age, physical challenge, national origin, or any other protected category recognized by California and federal laws.)

Indicate your level of computer proficiency as applicable to position desired:

PLATFORM/SOFTWARE	Not familiar at all	Still learning	Comfortable with the basics	Comfortable with most aspects
Macintosh				
PC				
MS Word				
MS Excel				
MS PowerPoint				

List other programs you are familiar with: _____

List your equipment proficiencies as applicable to position desired: _____

Indicate those that apply to you:

First Aid (Exp. Date: _____) CPR (Exp. Date: _____) CDL License (Exp. Date: _____)

Applicant's name: _____

REFERENCES

List the names of persons who have first-hand knowledge of your professional competence and personal qualifications. Experienced teachers should include the principal and/or superintendent of the two most recent school in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	TELEPHONE	E-MAIL	STATE

OTHER

If you answer Yes to question 1, 2 or 3, please explain fully in a separate statement and attach it to this application.

- 1. Have you ever been dismissed or asked to resign from any position? No Yes
- 2. Have you ever left a teaching position prior to the end of a school year? No Yes
- 3. Have you ever been convicted of a crime that would have a relation to the position(s) for which you are applying? No Yes
- 4. Have you previously been employed by Journey School? No Yes
If yes, give dates and position(s) held: _____
- 5. Do you have relatives or friends employed by Journey School? No Yes
If yes, give dates and position(s) held: _____

FACULTY APPLICANT PERSONAL STATEMENT

Considering the aims of Journey School and the possibility of employment here, write a brief but considered essay that addresses the following questions: (Attach on a separate sheet.)

- 1. What are your reasons for seeking a position at Journey School?
- 2. Why are you interested in teaching (elementary, middle, or upper school) students?
- 3. What is your own philosophy of education?

CERTIFICATION

- I certify that all statements made on this application are true and complete to the best of my knowledge and that any misrepresentation or omission, whenever discovered, shall be sufficient grounds for immediate discharge or disqualification from further consideration for employment.
- I authorize Journey School to verify all information and to contact all reference provided by me in this application. I authorize any former employer, person, school or other entity to provide Journey with any information (including fact or opinion) that they may have regarding me and I release Journey, its agent, and any person or company responding to any request for information from any claim or liability regarding information or opinion supplied. I understand that any offer of employment is subject to the receipt of satisfactory references. If employed by Journey, I further authorize Journey to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against Journey for truthfully communicating any such information to a potential or future employer.
- I understand that Journey requires a criminal background check on me and may inquire into any criminal conviction record that I may have after it makes a conditional offer of employment to me. I also understand that Journey may withdraw a conditional employment offer if it determines that I have a criminal conviction record which bears a relationship to the duties and responsibilities of any position for which I am applying.
- I understand that Journey may require me to take a drug test after it makes a conditional offer of employment to me. I also understand that I may be required to submit to a post-offer medical examination and other medical examinations during my employment with Journey, provided that such examinations are job-related. I authorize the physicians conducting the examinations and any laboratory testing any specimens obtained by the physicians or collection sites to disclose the results of the examinations and the laboratory tests to Journey in accordance with state and/or federal laws. Journey will keep such results confidential and disclose the results only to person who need to know or where required by law.
- I understand and agree that if offered employment by Journey, I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependent upon the receipt of a satisfactory military record.
- If employed by Journey, I agree to conform to the guidelines and policies of Journey School.
- I understand and agree that only the Executive Director, acting on behalf of the Journey School governing board, has the authority to enter into any agreement to employ me for any specified time or to modify terms and conditions of my employment.

Applicant's Signature

Date

Please submit your completed application, resume, two professional letters of recommendation, unofficial copy of transcripts and salary requirements by mail, fax or email to:

Journey School, 27102 Foxborough, Aliso Viejo, CA 92656 | Fax: (949) 448-7256 | Email: gavin@journeyschool.net