



## EMPLOYMENT APPLICATION

<b>Application for Position of:</b>	<b>Closing Date</b>	<b>April 30, 2020</b>
-------------------------------------	---------------------	-----------------------

### 1. PERSONAL DATA

First Name		Initials	
Last Name		Email Address	
Telephone Number:	Home Address:		

### 2. SCHOOL, HIGHER EDUCATION, TEACHING AND ANY POST GRADUATE QUALIFICATIONS

Place of Study (School, University, College, etc.)	Date From	Date To	Subject/ Major	Concentration	Degree

### 3. PROFESSIONAL CAREER- PRESENT SCHOOL

<b>School Name, Address and Website:</b>		
<b>Grade Level:</b>	<b>Date of Appointment:</b>	<b>Current Position:</b>
Post, subjects taught and special responsibilities in the present post (where appropriate):		
Reason for Leaving (if applicable)		

4. **PREVIOUS TEACHING EXPERIENCE** (in chronological order). Do not include teaching practice. When detailing supply teaching service, please provide relevant dates/periods for salary assessment purposes. Continue on a separate sheet if necessary.

Name and Type of School	Date From (dd/mm/yy)	Date To (dd/mm/yy)	Grades Taught	Subjects Taught & Responsibilities	Reason for leaving

5. **STUDENT TEACHING PRACTICE (FIRST YEAR TEACHERS ONLY)**

Site Supervisor	School	Grade Level	From	To

6. **OTHER PAID EMPLOYMENT** (please include all previous employment excluding teaching as detailed above)

Employer and address	Position	Date From	Date To	Reason for leaving

**7. Explanation of periods not already accounted for:**  
 If there are any gaps in your education/employment/training history -please give dates (from – to) and reasons

**8. SAFEGUARDING/CHILD PROTECTION**  
 Brown Christian Academy (BCA) is committed to providing a safe and secure environment for all children and young people who come into contact with BCA. Policies concerned with the recruitment, selection and monitoring of employees positively reflect this commitment.

Are you currently under any safeguarding/child protection investigation?	YES or NO
--	-----------

Have you ever been subject to disciplinary action in relation to safeguarding/child protection?	YES or NO
---	-----------

If you have answered Yes to either of the above questions, please provide an explanation below, continuing on a separate sheet if necessary.

Are you a U.S. Citizen? YES or NO

Have you ever been convicted of a felony? YES or NO

If selected for employment are you willing to submit to a pre-employment background check and drug screening test? YES or NO

**9. Are you related to any member or officer of the council or governing body.** Please give details if applicable.

<b>10. Please state name of the publication in which you saw the advertisement</b>	
--	--

<b>11. Please advise of earliest start date</b>	
---	--

<b>12. AVAILABILITY</b> – please state times when you are not available for interviews.	
---	--

<b>13. WORK PERMITS</b> – do you require a work permit to work in this country? If yes, please provide details, including type of permit and expiry date	
--	--

I HEREBY CERTIFY that I have read the notes on this form and that the questions have been accurately answered. I understand that providing false information may lead to withdrawal of offer of employment or immediate termination of employment.

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--

**NOTES:**

1. Candidates are reminded that canvassing of members of the Council, the Education Committee, the Governing Body or BCA officers will disqualify their application.
2. Receipt of this application will be acknowledged.
3. Unless the applicant is invited for interview within six weeks of the closing date, it should be assumed that the applicant was not selected.

This form should be returned to:  
**ACTS Career Center**  
**880 Stateline Road East**  
**Southaven, MS 38671**  
**[actsregistration@brownbaptist.org](mailto:actsregistration@brownbaptist.org)**