



APPLICATION FOR CERTIFIED/HIGHLY QUALIFIED TEACHING POSITION

Thank you for your inquiry concerning a teaching position with American Virtual Academy (AVA). AVA offers students an outstanding, flexible curriculum with certified and highly qualified teachers. We are currently recruiting quality teachers to our staff. American Virtual Academy manages the hiring processes for Primavera Online High and its' affiliates.

EMPLOYMENT APPLICATION PROCESS:

In order for you to be considered for a teaching position with American Virtual Academy, the following components must be submitted:

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

2. RESUME

3. COPY OF CURRENT TEACHING CERTIFICATE

4. COPY OF CURRENT FINGERPRINT CARD

5. COPY OF ALL TRANSCRIPTS

- ◆ **Upon employment official transcripts must be submitted**

6. VERIFICATION THAT STRUCTURED ENGLISH IMMERSION STATE REQUIREMENT IS FULFILLED

7. 2 LETTERS OF RECOMMENDATION

- ◆ **Current or recent supervisors are preferred and from the field of Education**



Date:

An Equal Opportunity Employer

APPLICATION FOR CERTIFIED PERSONNEL

Applying for: Full-time (in Chandler office) Adjunct

Notes: _____

(Please check all that apply) Fall Semester Spring Semester Summer

POSITION DESIRED

- Secondary Science
 - Biology
 - Chemistry
 - General Science
 - Physics
- Secondary Social Studies
 - History
 - Political Science
 - Economics
 - Geography

- Secondary English
- Secondary Math
- Special Education-Cross Categorical
- Electives
 - Personal Development
 - Career & Technical Education
 - Fine Arts

List areas in which you are Highly Qualified

Subject	Semester Hours	Date Passed AEPA

Indicate why you want to teach in our online environment?



Name: _____
Last First Middle

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

Present address: _____
Street City/State Zip Code

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

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

Street City/State Zip Code

How long have you lived in Arizona? _____

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

From what source were you referred to American Virtual Academy? _____

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

If no, date applied _____

Do you meet the Arizona SEI requirements? Yes No

Have you ever worked for American Virtual Academy? Yes No

If yes, when? _____ Position: _____

Do you currently teach for any online school? Yes No

If yes, where? _____

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



EMPLOYMENT EXPERIENCE

List all employment including U.S. Armed Forces in chronological order with present employer first. **Account for any gaps in employment.** Attach additional page(s) if necessary. **Do not indicate "See Resume".**

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time <input type="checkbox"/>	Address:	
To: Mo. Yr.	Part-Time <input type="checkbox"/>		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor		Salary:	Reason for Leaving:
May we contact your current employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time <input type="checkbox"/>	Address:	
To: Mo. Yr.	Part-Time <input type="checkbox"/>		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor		Salary:	Reason for Leaving:

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time <input type="checkbox"/>	Address:	
To: Mo. Yr.	Part-Time <input type="checkbox"/>		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor		Salary:	Reason for Leaving:

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time <input type="checkbox"/>	Address:	
To: Mo. Yr.	Part-Time <input type="checkbox"/>		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor		Salary:	Reason for Leaving:

Please complete the following if you student taught within the last two (2) years.

School and District _____ Phone No. _____

Subject/Grade Taught _____ Cooperating Teacher _____



EDUCATIONAL PREPARATION

College/University	City/State	GPA	<i>Please indicate date earned</i>		
			Bachelors	Masters	Doctorate

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

Are you currently working towards a degree? Yes No please specify: _____

What Arizona or any other state teaching certificates do you hold?

Certificate	Date Issued	Date of Expiration

Have you ever been dismissed from a position? Yes No
 If yes, please explain _____

Have you ever been asked to resign from a position? Yes No
 If yes, please explain _____

Have you ever resigned rather than face disciplinary action and/or non-renewal? Yes No

PROFESSIONAL REFERENCES

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

NAME	Years Known	Official Position	Work Phone	Home Phone



CONVICTION REPORT

Because of American Virtual Academy'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)? 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 American Virtual Academy. I authorize American Virtual Academy 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 American Virtual Academy desires to employ, I may not continue as an employee (candidate) of American Virtual Academy.

Employee Signature _____ Date _____



I, _____ have applied for employment
Print Name with American Virtual Academy

I understand that in order for American Virtual Academy to determine my eligibility, qualifications, and suitability for employment, they will conduct a background investigation if I am considered for an offer of employment. This investigation may include asking my current and any former employer about my education, training, experience, job performance, professional conduct and evaluations, as well as confirming my dates of employment, position(s) held, reason(s) for leaving, whether I would be eligible for rehire, reasons for not rehiring (if applicable) and similar information.

I hereby give my consent for any employer to release any information requested in connection with this background investigation. By my signature below, I hereby waive any right to review this reference, and I understand that the contents of this reference will not be available to me now, or at any future time.

A photocopy of facsimile ("fax") copy of this form, which shows my signature, shall be considered as valid as an original.

Dated this _____ day of _____, 20_____.

Applicant's signature _____