



# Naval Academy Primary School

## Application For Teaching Positions

(Please Print or Type)

### I. Applicant Information

Position(s) Desired \_\_\_\_\_

Date Available for Employment \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Social Security Number

Present Address \_\_\_\_\_  
Street (Area Code) Telephone  
City State Zip Code

Permanent Address \_\_\_\_\_  
Street (Area Code) Telephone  
City State Zip Code

E-mail Address \_\_\_\_\_

List, in order of preference, the grades and/or positions for which you are applying:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## II. Education

Transcripts, including grades, from all college(s)/university(ies) attended must be provided.

College/University Attended	Degree Awarded (If Any)	No. of Years Attended	Grade Point Average

## III. Certification

LIST CERTIFICATION(S) YOU HOLD AND PROVIDE COPIES OF CERTIFICATION.

Type	State	Date Issued	Date of Expiration

## IV. Experience

**A resume must be provided in addition.  
(Present or most recent first)**

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:

## V. Student or Practice Teaching

Grade or Subject Taught	Name and Address of School	1. College Supervisor 2. Cooperating Teacher
		1.
		2.
		1.
		2.

## VI. General Background Information

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

[Continued on the next page]

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|--|-----|----|
| 1. Have you ever been arrested for or charged with crimes involving a child?<br><i>The applicant's signature indicates an understanding of the employer's obligation to require a record check as a condition of employment.</i> | Yes | No |
| 2. Have you ever been convicted of a criminal offense?   | Yes | No |
| 3. Have you ever been or are you currently under charges for a criminal offense?   | Yes | No |
| 4. Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?   | Yes | No |
| 5. Have you ever been fingerprinted? (If "yes" provide number in attachment)   | Yes | No |
| 6. Are you subject to any visa or immigration status, which would prevent lawful employment?   | Yes | No |
| 7. Have you ever been charged with or investigated for abuse or harassment of another person?  | Yes | No |
| 8. Within the last ten years, have you been fired from any job for any reason?   | Yes | No |
| 9. Within the last ten years, have you quit a job after being notified that you would be fired?  | Yes | No |
| 10. Have you ever been disciplined, discharged, or asked to resign from a prior position?  | Yes | No |
| 11. Have you ever resigned from a position after a complaint had been received against you or your conduct was under investigation or review?  | Yes | No |
| 12. Has your contract in a prior position ever been non-renewed?   | Yes | No |
| 13. Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?         | Yes | No |

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.**

## VII. References

List three references, one of whom is your current or most recent supervisor, who can comment on your abilities and whom we may contact. You may also provide letters of reference from persons who are not related to you (may be from references listed below).

Name	Position	Address	Telephone	Email

## VIII. OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

## IX. Essay

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select **one of the following topics** and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Educator.
2. Essential Elements of Teaching and Classroom Management.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_



## **X. CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I further certify that I am the sole author of the essay.

I understand that any misrepresentation of information shall be sufficient cause for:

- (1) rejecting my candidacy,
- (2) withdrawing of any offer of employment, or
- (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of NAPS may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

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**Date**

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**Signature of Candidate**

## I. Application for Teaching Position Checklist

The completed employment application cannot be evaluated unless all of the following materials have been provided:

- \_\_\_\_\_ Application form fully completed
- \_\_\_\_\_ Copies of Transcript(s)
- \_\_\_\_\_ Copy of Certification(s)
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Essay
- \_\_\_\_\_ YES to any of the questions in the Background section explained
- \_\_\_\_\_ References
- \_\_\_\_\_ Application signed

**Note:** All application materials become the property of Naval Academy Primary School. None will be returned. Providing any false or misleading information on this application or in the application or employment screening process shall be fully sufficient grounds to refuse to employ the applicant or, if the applicant has been employed, to immediately dismiss the applicant/employee.

Employment cannot be finalized until the applicant has completed requirements for complete background checks and fingerprinting as required by NAPS.

Please return the completed form promptly to:

Devon M. Clouse  
Director  
Naval Academy Primary School  
74 Greenbury Point Rd.  
Annapolis, MD 21402

Email: [dclouse@napschool.com](mailto:dclouse@napschool.com)

Phone: 410-757-3090