



Application for Teaching Position Annour Academy of Fort Smith

5700 South Zero Street
Fort Smith, AR 72903, USA
Phone: (479) 434-4059
www.annoor.us

Applicants:

Applicants with prior teaching experience and certification by the State of Arkansas, or any other state, will be our first consideration as a teacher for the core subjects grades K-6. Candidates with at least a Bachelor's degree will also be considered for grades K-6. In addition, a candidate holding an Associate Degree in Education will also be considered based on experience, personality, and references for pre-k only and non core subjects. For the non core subjects (Koran, Arabic and Religion History), teaching ability, qualifications and experience will be taken into consideration.

To Apply for the Teaching Position:

1. Fill-in the application on the following pages as completely as possible. If some of the questions do not apply, mark them N/A. Print, type, or write legibly.
2. Include a current cover letter and résumé with a list of references.
3. Applicants with any degree attained in the United States must include official copies of ALL college coursework completed thus far and a copy of any teaching licenses you may have (if applicable).
4. Applicants who have not attained a degree from the United States must submit a copy of their diploma(s) and a copy of their academic transcript from their native country.
5. Incomplete applications WILL NOT be considered.
6. Misleading or incomplete statements could lead to your rejection as an applicant or your subsequent dismissal as an employee.

Return the completed application and release form in an electronic format via an MS-Word attachment or to the following mailing address:

ANNOOR ACADEMY of FORT SMITH
P.O. Box 3646
Fort Smith, AR 72913
ATTN: Teaching Position Application

NOTE: Submitting this application and/or going through the interview process does not automatically guarantee a position at the school.

Last Name:		First:	Middle:	Social Security Number:
Date of Birth: (Mo/Day/Year)	Place of Birth City:		County:	State:
Current Street Address: Apt. No.			Telephone: ()	
City:	County:	State:		Zip Code:
Driver's License (include state and number)			Driver's License Verified by:	
Position(s) applying for (e.g. 4th grade math teacher):				

I. BIOGRAPHICAL DATA

High School:	From	To	Diploma/Degree or Incomplete
Address:			Course of Study
Phone#:			

II. EDUCATION

Undergraduate College:	From	To	Diploma/Degree or Incomplete
Address:			Course of Study
Phone#:			

Graduate / Professional School:	From	To	Diploma/Degree or Incomplete
Address:			Course of Study
Phone#:			

Other (please specify)	From	To	Diploma/Degree or Incomplete
Address:			Course of Study
Phone#:			

III. TEACHING EXPERIENCE

Start with your present or last job. Include any job-related assignments and volunteer activities. If you need additional space, please attach a separate sheet.

May we contact your present employer? (Circle one) YES NO

Name of school:	From (Mo/Yr.)	To (Mo/Yr.)	Years total
Address of school (include zip):			Phone#
Employer Name and e-mail address			
Grade and/or Subject taught			

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Address of school (include zip):			Phone#
Employer Name and e-mail address			
Grade and/or Subject taught			

Name of school:	From (Mo/Yr.)	To (Mo/Yr.)	Years total
Address of school (include zip):			Phone#
Employer Name and e-mail address			
Grade and/or Subject taught			

IV. NON- TEACHING EXPERINCE

Start with your present or last non-teaching experience. If you need additional space, please attach a separate sheet.

Employer:	Work Performed/Job Title:	
Address (include zip):	Start Date (Mo/Yr.)	End Date (Mo/Yr.)
Supervisor's Name and Telephone Number (Work and Home)	Reason for Leaving:	

Employer:	Work Performed/Job Title:	
Address (include zip):	Start Date (Mo/Yr.)	End Date (Mo/Yr.)
Supervisor's Name and Telephone Number (Work and Home)	Reason for Leaving:	

Employer:	Work Performed/Job Title:	
Address (include zip):	Start Date (Mo/Yr.)	End Date (Mo/Yr.)
Supervisor's Name and Telephone Number (Work and Home)	Reason for Leaving:	

Employer:	Work Performed/Job Title:	
Address (include zip):	Start Date (Mo/Yr.)	End Date (Mo/Yr.)
Supervisor's Name and Telephone Number (Work and Home)	Reason for Leaving:	

V. CHARACTER REFERENCES

Please list FIVE valid and current professional references of people that are in the U.S. If reference is outside the country, then add a valid e-mail address and phone number of that reference.

Name:	Relationship to You:
Address:	Home Phone and Email:
City, State, Zip Code:	Daytime Phone:

Name:	Relationship to You:
Address:	Home Phone and Email:
City, State, Zip Code:	Daytime Phone:

Name:	Relationship to You:
Address:	Home Phone and Email:
City, State, Zip Code:	Daytime Phone:

Name:	Relationship to You:
Address:	Home Phone and Email:
City, State, Zip Code:	Daytime Phone:

Name:	Relationship to You:
Address:	Home Phone and Email:
City, State, Zip Code:	Daytime Phone:

Please list professional, trade, business, or civic activities and offices held.

IV. FOREIGN LANGUAGES (If applicable)

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

V. UNIQUE ABILITIES

Describe any specialized training, apprenticeship, skills and extracurricular activities, experience, talents

VI. APPLICANT TESTIMONEY

Please answer YES or NO to the following questions:

- Yes No 1. Have you ever been charged with or convicted of any felony offense?
- Yes No 2. Have you ever been charged with or convicted of child abuse, molestation or a sexual offense?
- Yes No 3. Are there currently any charges pending against you for any criminal offense?
- Yes No 4. Have you ever been charged with or convicted of any offense(s) related to alcohol or drugs?
- Yes No 5. In the past five years, have you ever knowingly used any narcotics, amphetamines or Barbiturates, other than those prescribed to you by a physician?
- Yes No 6. In the past five years, have you been arrested for, charged with, or convicted for any offense(s) not listed above? (Leave out traffic fines of less than \$100)

Annor Academy of Fort Smith

PRE-EMPLOYMENT INQUIRY AUTHORIZATION RELEASE

In connection with my application for employment, I understand and agree that background inquiries may be requested by you or on your behalf that will seek information as to my character, work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Further, I understand and agree that you may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background, as well as workers' compensation injuries and other experiences.

Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and any related applicable state laws. I understand this information is for the purpose of making certain I am not assigned a job function that could aggravate a previous injury or illness and will be checked only after a conditional offer of employment has been extended. If so, I will be notified and be given the name of the agency or the source of information.

Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE WILL. This is a legally binding agreement, which I have read and understand.

Applicant's Signature _____ Date _____

This application is used to objectively review the qualifications of an applicant for full-time paid employment and part-time paid employment at Annor Academy of Fort Smith. This application is also being used to help the school provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

****Annor Academy is an equal opportunity employer that does not discriminate on the basis of race, color, national origin, sex, disability, or age.**

Note: This agreement shall be executed in duplicate: one copy to be retained in the school personnel files, one copy to be given to the teacher.