



MINISTRY OF EDUCATION, CULTURE, SPORTS & YOUTH AFFAIRS

DIVISION PUBLIC EDUCATION

EMPLOYMENT APPLICATION

(PLEASE PRINT OR TYPE)

POSITION(S) DESIRED _____

NAME _____
LAST FIRST MIDDLE PASSPORT NUMBER OR ID NUMBER

DATE OF BIRTH _____ PLACE OF BIRTH _____

NATIONALITY RESIDENCE PERMIT NEEDED

PERMANENT ADDRESS _____
STREET (AREA CODE) TELEPHONE

DISTRICT COUNTRY

E-MAIL ADDRESS (IF AVAILABLE) _____

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

EXPERIENCE

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

Please list activities that you are qualified to Teach:

STUDENT OR PRACTICE TEACHING (if applicable)

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF SCHOOL	1. COLLEGE SUPERVISOR 2. COOPERATING TEACHER
		1.
		2.
		1.
		2.

Student Teaching References:

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

REFERENCES

References can should include Superintendents, Principals/School Manager or Professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools 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	ADDRESS	TELEPHONE

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. 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, 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.

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Do you have any chronic medical conditional (long term)? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Have you ever been professionally disciplined in any country? Yes No

"Professional disciplined" means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.

Within the last ten years, were you ever deported, and or residing on the island illegally? Yes No

Are you subject to any visa or immigration status, which would prevent lawful employment? 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 passport number.

Police Criminal Background

Each applicant must submit with his/her employment application a copy of a Criminal History Record from the Police. Prospective employees must submit ORIGINAL report, which may not be more than six (6) months old.

Copy of Passport

Each applicant must submit with his/her employment application a copy of a passport which may not be valid less than six (6) months old.

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Copy of Medical Report

Each applicant must submit with his/her employment application a copy of a medical report which may not be valid less than three (3) months old.

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Copy of Degree & Transcript

Each candidate must submit with his/her employment application a copy of an official degree and transcript

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Copy of degree evaluation from Division of Examination (if degree is not from Netherlands, BES, Curacao, Sint Maarten)

Each applicant must submit with his/her employment application a copy of the evaluation report from examination department which may not be valid less than one (1) year old.

ESSAY

Please write an essay as described on page six. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

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 DPE 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 district. 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.

_____ Date

_____ Signature of Candidate (in blue ink)

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. My Philosophy of Student Discipline.
3. The Importance of Continuing Professional Development and How I Plan to Incorporate It Throughout My Career.
4. Essential Elements of Instruction, Administration or Area of Certification.
5. How Information Technology (i.e., computers, Internet) Can Be Integrated into the Instructional Process and Curriculum.

Signature _____ Name _____