

**ADINVITA**  
**619 N. GRANT, STE. 200**  
**ODESSA, TX 79761**

**FACULTY APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

*(Please Print)*

Name \_\_\_\_\_  
*(Last) (First) (Middle)*

Address \_\_\_\_\_  
*(Street, City, State & Zip Code)*

Telephone ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Driver's License/Photo Identification Number \_\_\_\_\_ State \_\_\_\_\_

For what position do you wish to apply? \_\_\_\_\_

Specify grade or subject \_\_\_\_\_

Do you hold a teaching certificate? \_\_\_\_\_ What state? \_\_\_\_\_ What level? \_\_\_\_\_

Total number of years taught? \_\_\_\_\_

What activities or sports are you willing to sponsor and/or coach? \_\_\_\_\_

In the event you do not receive a full-time position, would you be willing to substitute? \_\_\_\_\_

Date available to begin work? \_\_\_\_\_

Are you over 18 years of age?                      Yes     No  
Have you ever applied for a position with us?    Yes    No    If "yes," when? \_\_\_\_\_  
Have you ever been employed by us?            Yes    No    If "yes," when? \_\_\_\_\_  
Are you currently employed?                      Yes    N      If "yes," by whom? \_\_\_\_\_  
May we contact your present employer?        Yes    No    If "no," please explain. \_\_\_\_\_

*(In responding to these inquiries, continue on a separate sheet if you require additional space.)*

Have you ever been known by another name? \_\_\_\_\_ If "yes," identify name(s) and relevant dates. (We need this information to perform a complete check of work and education records). \_\_\_\_\_

Have you ever been dismissed or forced to resign from any employment? \_\_\_\_\_ If "yes," please explain. \_\_\_\_\_

Have you ever been convicted of a felony or pleaded guilty or "no contest" to a felony and/or received deferred adjudication? \_\_\_\_\_ If "yes," please explain. \_\_\_\_\_

Are you able, with or without reasonable accommodation, to perform all the essential functions listed in the job description for which you are applying? \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL TRAINING**

<i>School</i>	<i>Print Name of School, City and State</i>	<i>No. of Yrs./ Credits Completed</i>	<i>Degree or Diploma</i>	<i>Major Course Of Study</i>
High School				
College / University				
Graduate School				
Special				

**TEACHING EXPERIENCE**

In the following spaces, give a complete record of your teaching experience, including periods of unemployment if any. Begin with your most recent positions, and work back in time. If additional space is needed, attach a supplementary sheet.

1. School Name			Employed
Address	City/ST		
Telephone			From _____ mo./yr.
Starting Salary	Final Salary		
Grades/Subjects			To _____ mo./yr.

Reason for leaving \_\_\_\_\_

2. School Name			Employed
Address	City/ST		
Telephone			From _____ mo./yr.
Starting Salary	Final Salary		
Grades/Subjects			To _____ mo./yr.

Reason for leaving \_\_\_\_\_

3. School Name			Employed
Address	City/ST		
Telephone			From _____ mo./yr.
Starting Salary	Final Salary		
Grades/Subjects			To _____ mo./yr.

Reason for leaving \_\_\_\_\_

4. School Name			Employed
Address	City/ST		
Telephone			From _____ mo./yr.
Starting Salary	Final Salary		
Grades/Subjects			To _____ mo./yr.

Reason for leaving \_\_\_\_\_

**OTHER EMPLOYMENT HISTORY**

1. Employer	Employed	Starting Position
Address	From _____ mo./yr.	Last Position
City/ST	To _____ mo./yr.	
Telephone		Other Positions Held
Starting Salary		Immediate Supervisor
Duties		

Reason for leaving \_\_\_\_\_

2. Employer	Employed	Starting Position
Address	From _____ mo./yr.	Last Position
City/ST	To _____ mo./yr.	
Telephone		Other Positions Held
Starting Salary		Immediate Supervisor
Duties		

Reason for leaving \_\_\_\_\_

3. Employer	Employed	Starting Position
Address	From _____ mo./yr.	Last Position
City/ST	To _____ mo./yr.	
Telephone		Other Positions Held
Starting Salary		Immediate Supervisor
Duties		

Reason for leaving \_\_\_\_\_

Describe any other special job-related skills or qualifications (*e.g.*, computers, professional associations, licenses, *etc.*) that would be valuable to the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please list at least four references, including at least two headmasters and/or principals for whom you have taught who have first-hand knowledge of your character, personality, scholarship and teaching ability.

*Name and Title*

*Address and Phone No.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand and agree that any falsified information or significant omissions may disqualify me from further consideration for employment, and if discovered after I am hired, may result in dismissal. I also affirm that I am making this application because I am sincerely interested in being hired by ADINVITA and not for any other purpose.

In consideration of my being considered for employment, I authorize a thorough investigation of my past employment and activities, including a criminal background check, and agree to cooperate in such investigation, and release from liability or responsibility all persons or businesses requesting or supplying such information.

I represent and warrant to ADINVITA that I am free to become employed by ADINVITA and that I have no obligations to any former employer or otherwise that would prevent me from being hired by ADINVITA.

I certify that I am eligible for employment in the United States and that the documents I have furnished, or will furnish, to verify my identity and eligibility are true and correct.

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*Signature of Applicant*

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*Date*

**ADINVITA, in accordance with federal, state and local laws, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other legally protected status. Applicants may request accommodation needed to participate in the application process. This employer is an equal opportunity employer.**

**ADINVITA shall admit students of any race, color, national origin, and ethnic origin to all right, privileges, programs, and activities generally accorded or made available to students at the school. It shall not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.**