

This application must be filled in completely and accurately for processing along with accompanying letter and resume.

Personal Data

Application Date _____
mm / dd / yyyy

Applicant Name _____
Last First M.I.

Social Security Number _____ - _____ - _____

Other name(s) in which records might be recorded _____

Religious Affiliation _____ Practicing Catholic? Yes No

Parish _____

Address _____
Street Apt. #

City State Zip

Phone Number _____

E-mail Address _____

Years of teaching experience: _____ Contract _____ Substitute _____ Total

| Years | Months | School Name / City, State |
|----------|------------------------|---------------------------|
| - | | |
| Position | Grade(s) or Subject(s) | Reasons for leaving |
| | | |

| Years | Months | School Name / City, State |
|----------|------------------------|---------------------------|
| - | | |
| Position | Grade(s) or Subject(s) | Reasons for leaving |
| | | |

| Years | Months | School Name / City, State |
|----------|------------------------|---------------------------|
| - | | |
| Position | Grade(s) or Subject(s) | Reasons for leaving |
| | | |

Professional Data

Position Preferred

Full-time Part-time

Substitute if full-time is not available

Substitute ONLY

Level(s) Qualified to teach

PS - PK (Early Learning Center) Middle (Grades 6 - 8)

Kindergarten Junior High (Grades 7 - 8)

Primary (Grades 1 - 3) Senior High (Grades 9 - 12)

Intermediate (Grades 4 - 6)

Check the subjects you are capable of teaching, either by training or experience, in the areas below.

- Art Reading Counselor
English Religion Media Specialist / Librarian
Math Science Special Education
Music Social Studies Technology / Computers
PE / Health Language Arts Other:

Bilingual: Yes No Language(s): Spanish French German Latin Other

Can you perform the essential functions required for the teacher's position with reasonable accommodation? Yes No

If you need an accommodation, indicate and explain the accommodation required.

Have you ever been convicted of a felony, a misdemeanor, or any offense involving child abuse/molestation? Yes No

Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse by you? Yes No

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of physical abuse or sexual abuse by you? Yes No

If you answered "yes" to any of the three previous questions, please attach an explanation.

Do you use illegal drugs? Yes No

Educational Data

Of the twelve years you spent in elementary and secondary school, how many were in Catholic school? _____

Institutions of Higher Learning Attended

| College / University | Location | Dates Attended | Credits / Semester Hrs. | Credits / Qtr Hrs. |
|----------------------|----------|----------------|-------------------------|--------------------|
| | | - | | |
| | | - | | |
| | | - | | |

Degree(s) Attained

| Degree (MA, BA, etc.) | Date/Year | College / University | Major | Minor |
|-----------------------|-----------|----------------------|-------|-------|
| | | | | |
| | | | | |
| | | | | |

Do you hold a valid Teacher's License?

Yes No

If Yes, please complete and provide a copy of your current license.

State Type Number Exp. Date

Special Qualifications

Do you have administrator qualifications?

Yes No

If yes, please specify: Graduate Degree _____
 State Certification / License No. _____
 State _____
 Years Experience _____

If Catholic, are you interested / willing to teach elementary school religion at the present?

Yes No

Do you have a major / minor in theology or religious studies?

Yes No

If yes, please specify: College / University _____
 Date _____

Do you have diocesan certification for teaching religion in the schools?

Yes No

If yes, please specify: Diocese _____
 Year _____

Safe Environment Training

Have you attended a Safe Environment Training Session?

Yes No

If yes, please specify and provide a copy of the certificate.

Date _____
 Location _____

References

Have you ever been employed by the Dominican Campus?

Yes No

If yes, under what name? _____

If yes, which schools?

| | |
|---------------|--------------|
| | - |
| <i>School</i> | <i>Years</i> |
| | - |
| <i>School</i> | <i>Years</i> |
| | - |
| <i>School</i> | <i>Years</i> |

List three (3) references below. If you have had teaching experience, name all principals under whom you have taught within the last eight (8) years. If you have had no teaching experience, list the names of previous employers and/or supervisory teachers.

| Name | Address/City/State | Phone Number | Institution / Organization | Position |
|------|--------------------|--------------|----------------------------|----------|
| | | | | |
| | | | | |
| | | | | |

I hereby attest to the accuracy and completeness of all information provided above. I understand references will be contacted, and a reference check may be made to verify information provided.

Applicant Signature

Date

Return the completed application, resume, cover letter, three letters of reference, official transcript(s) to:

Overbrook School - Teacher Application
 4210 Harding Pike
 Nashville, TN 37205
 (615) 292-5134

or email resume, application, letters of reference, and cover letter to : osprincipal@overbrook.edu and mail official transcripts.