



Dear Prospective Candidate,

Thank you for your interest in Millennium Community School. Founded in 1999, Millennium is the longest running charter school in the Columbus area. Our motto is, “We Grow Kids” and our annual state report card reflects that we do just that. Focusing on the whole child is essential to our success and despite the position, all of our employees work under a “Kids First” model. Here are just some of the things that make our school special:

- Open for 20+ years
- Blended learning model
- Cognia Accreditation
- Extensive Sports & Extra-curricular program
- On-site behavioral health services
- Family-friendly work environment

Please take the time to thoroughly complete this application and please feel free to ask any questions that you may have. Your application can be brought directly to the main office, mailed, faxed, or emailed to [resume@2kschool.com](mailto:resume@2kschool.com). Once your completed application has been received, it will be reviewed and you will be contacted if we have a position available.

Thank you again for your interest in our school.

Sincerely,

Millennium Community School Human Resources Department



### Pre-Employment Application

Pre-employment applications are accepted only for positions currently posted as being available. The information requested will help determine your qualifications as they relate to the position for which you applied. Please complete each section thoroughly and accurately. If you are employed, this information will become part of your permanent records at the school. This application will be kept on file for six (6) months. **"ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE."**

Date:			
Last Name:	First Name:	Middle Initial:	Former Last Name:
Address Number and Street:			
City:		State:	Zip Code:
Telephone Number:	Email Address:		
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime, or pled guilty or no contest to a crime, other than a minor traffic violation? <i>(Note: If you have had a conviction formally expunged by the appropriate court and have written documentation of the expungement, you are not obligated to report that conviction here. However, we reserve the right to request documentation indicating that the conviction has been expunged.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain in detail: _____ _____			
Position Desired:			Minimum Salary Requirement:
What type of employment are you interested in? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Term			
Date Available to Start Work:			
How were you referred?			
Do you have relatives employed by Millennium? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, whom? _____			
Relationship: _____			
Were you ever employed by Millennium Community School in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when? _____			



### Educational Experience & Certification

School	Location	Years Completed	Major	Degree or Diploma
<b>High School</b>				
<b>College</b>				
<b>Graduate School</b>				
<b>Technical or Vocational Training</b>				

**Student Teaching, Internship and/or Practicum** (Do not indicate "Refer to Resume" or "See Attached.")

Please list all student teaching and/or practicum experience, both baccalaureate and post-baccalaureate.

From	To	Subject & Grade	School Name & Address	Cooperating Teacher	Semester Hours

**Professional Certification/Licensing** (Do not indicate "Refer to Resume" or "See Attached.")

Please list all administrative and teaching credentials (e.g. highly qualified certificates, national board certification). Copies of credentials may be requested prior to employment.

Type of Certificate	License State	Date Expected or Granted	Expiration Date



## General Information

Grade levels you prefer to teach (number in order of preference):

\_\_\_\_\_ Primary (K-3)    \_\_\_\_\_ Upper Elementary (4-5)    \_\_\_\_\_ Intermediate (6-8)

Elementary or secondary subjects you are qualified to teach (in order of preference):

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

### Special Training/Interests

Please check up to four (4) other areas which you are able and willing to teach – based upon experiences and/or college course work:

Math    Science    Counseling    Librarian    English    Social Studies    Computers    Art    Music

English as a Second Language (ESL)    Industrial Arts    Other: \_\_\_\_\_

**Foreign Language(s):**    Spanish    French    Japanese    Russian

### Special Education:

Specific Learning Disability    Mental Retardation    Emotional Handicap    Multiple Disabilities

Hearing Impairment    Visual Impairment    Autism

Special Motivation/Alternative Learning Center (At-Risk)

**Other Areas** - Justification for your Special Training/Interest areas noted above. Please describe your experiences and/or course work for the areas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Other Information – Please answer all questions below.

Have you ever had your teaching certificate suspended, revoked, not renewed, or sanctioned from another state?

Yes    No    N/A

Have you ever been suspended, dismissed or asked to resign from any teaching position?

Yes    No    N/A

If answering “Yes” to any of the above, please attach a separate sheet with explanation. Please also include photocopies of correspondence informing us of the reason.



### Professional Teaching Experience

Please do not indicate "Refer to Resume" or "See Attached." Use an attachment with the same format if necessary. Please list only teaching and educational administrative experience here. Start with your present or most recent position.

School District:		School Name:		Address:	
Start Date:	End Date:	Hours:	Final Pay:		
Reason for Leaving:					
Grade Levels/Subjects Taught:					
Name of Principal:		Phone & Email:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title:		Description of Work and Responsibilities: _____ _____			

School District:		School Name:		Address:	
Start Date:	End Date:	Hours:	Final Pay:		
Reason for Leaving:					
Grade Levels/Subjects Taught:					
Name of Principal:		Phone & Email:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title:		Description of Work and Responsibilities: _____ _____			



## Other Employment History

Please do not indicate "Refer to Resume" or "See Attached." Use an attachment with the same format if necessary. Please list other employment here that is not teaching and or educational administrative experience. Start with your present or most recent position.

Name of Organization:		Type of Business:		Address:	
Start Date:	End Date:	Hours:	Final Pay:		
Reason for Leaving:					
Name of Supervisor:			Supervisor's Title:		
Phone & Email:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title:		Description of Work and Responsibilities: _____ _____			

Name of Organization:		Type of Business:		Address:	
Start Date:	End Date:	Hours:	Final Pay:		
Reason for Leaving:					
Name of Supervisor:			Supervisor's Title:		
Phone & Email:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title:		Description of Work and Responsibilities: _____ _____			



### Professional Activities, Honors & Awards

List Memberships in Professional Association
List Academic Honors and Awards Received

### Business/Professional References

Please provide the names of three persons not related to you, whom you have known for at least one year.

Name	Company/Organization	Years Acquainted	Phone	Email



## **Authorization & Employment Conditions Form**

Please read the following statement carefully before submitting your application. Your submittal acknowledges that you have read and understand the statements and authorize any person, agency or other entity contracted by Millennium Community Schools or its agents to furnish information concerning you.

Applicants will be considered without regard to race, citizenship, creed, color, gender, religion, age, national origin, marital status, physical or mental disabilities, sexual orientation or veteran status. Further, Millennium provides reasonable accommodation upon request, in accordance with State and Federal laws. Applicant's failure to provide true, accurate and complete information in this application will be grounds for immediate and permanent disqualification from employment, or upon subsequent discovery

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history. I authorize the companies, schools and persons named on this application to provide information regarding me and hereby release them from all liability in connection with the release of this information.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

I hereby authorize the Millennium Community School, its agents and representatives to perform background checks into the records of the Bureau of Motor Vehicles and/or into the records of law enforcement agencies for records of criminal convictions. I further acknowledge and understand that any adverse information obtained by the School in conducting its background checks will be considered in the decision whether or not to hire me and may be the basis for a refusal to hire me.

I further understand that any offer of employment I may receive is, or may be, contingent upon the successful completion of a criminal background check including fingerprints, drug test and or physical examination which will be job related and consistent with the business purposes of the School.

I understand that by completing this application, there is no guarantee of an employment interview or offer. If I am granted an interview and receive an employment offer, the offer and employment benefits received are not to be construed as an express or implied contract of employment with the School.

If I am offered employment, I understand that I am required by law to provide the School with proof of my identity and eligibility for employment within three (3) working days of my start date.

I further understand that an electronic submission of this authorization may be considered as valid as an original.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_