

CROWLEY'S RIDGE EDUCATIONAL SERVICE COOPERATIVE

**1606 Pine Grove Lane
Harrisburg, AR 72432
Fax # 870-578-5896**

**Professional Employee Application
(Licensed Personnel Only)**

Date of Application: _____ Position Applied for _____

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the CRESC to recruit, hire and promote persons in all jobs classifications without regard to race, color, religion, gender, age, national origin, or handicap.

All active, qualified applications will receive continuing consideration for appropriate vacancies as they occur. Please let us know when you are no longer available.

I. PERSONAL DATA

Legal Name (As it appears on your Social Security Records)

(Last) (First) (Middle) (Social Security Number)

Present Address _____
(Street/P.O. Box) (City) (State) (Zip Code)

Primary Phone No: _____ Additional Phone No: _____

Are you a veteran of the U.S. Armed Services? ___ Yes ___ No

Dates of Active Duty: _____

Are you a veteran with a service connected disability? ___ Yes ___ No

Are you the unmarried spouse of a deceased veteran? ___ Yes ___ No

Are you a citizen of the United States? ___ Yes ___ No

Have you ever been convicted of a felony? ___ Yes ___ No

Are you employed at present? ___ Yes ___ No

If "Yes," in what capacity? _____

By whom? _____

Give date you expect to be available for employment: _____

Have you ever been released or requested to resign, from a place of employment? Yes No

If "Yes," please explain:

Why do you wish to leave your present position?

Did you leave employment mid-contract? Yes No

If "Yes," please explain:

Have you previously worked at CRESC? Yes No

Did you leave employment prior to the last day of your CRESC contract? Yes No

Do you have any reason to believe you may not be able to perform all duties of the position for which you are applying? Yes No

If "Yes," please explain:

What salary are you receiving now? _____

What salary do you expect to receive here? _____

Are you highly qualified by AHQT standards and/or special education standards (if applicable)?

Yes No

Attach all relevant documentation.

II. EDUCATIONAL AND PROFESSIONAL BACKGROUND
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	Institutions Attended	Dates (from-to)	Major Subjects	Minor Subjects	Date of Graduation	Degree
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						

List types and/or areas of certification included on Arkansas teaching license:

Give last date in college _____ Do you plan to continue graduate work? _____

If so, in what field? _____ Place _____

Current Arkansas Teachers Retirement System status: Active ___ T-Drop ___ Retired ___ None ___

Have you ever received a refund or currently receiving any type of retirement benefits?

___ Yes ___ No

If "Yes", What type of benefits?

HAVE YOU PREVIOUSLY WORKED IN ANY OF THE FOLLOWING:

Arkansas Public Schools ___ Yes ___ No Dates _____

Arkansas State Agency ___ Yes ___ No Dates _____

Arkansas Highway Dept. ___ Yes ___ No Dates _____

Arkansas State Police ___ Yes ___ No Dates _____

Private Schools ___ Yes ___ No Dates _____

Out-of-State Service ___ Yes ___ No Dates _____

Active Military Service ___ Yes ___ No Dates _____

College or University ___ Yes ___ No Dates _____

Arkansas Educational Co-op ___ Yes ___ No Dates _____

Have you left employment at CRESC before completion of a contract year? ___ Yes ___ No

If "Yes," Explain: _____

Have you ever been placed on an additional Licensure Plan? ___ Yes ___ No

If "Yes" Explain: _____

III. EXPERIENCE

STUDENT TEACHING EXPERIENCE

School	Address	Subject or Grade Level	Inclusive Dates

TEACHING or other experience in Education

(Give accurate data concerning full time teaching experience in public schools and other state accredited schools) Use additional pages if necessary to provide complete work history.

Name of School Institution	City, State	Grade or Subject	Dates From To	Total Years	Reason for Leaving

Summary of teaching experience in public and/or other state accredited schools:

Elementary ___ Middle School ___ Jr. High School ___ High School ___ Adm. ___ Total Experience ___ yrs.

Have you successfully completed all required portions of the Praxis Exam? ___ Yes ___ No

Subject Area(s) _____

Attach a copy of your most recent Arkansas Teaching License.

IV. SPECIAL QUALIFICATIONS, PUBLICATIONS, HONORS

This space is provided so that you may list training and experiences, not covered elsewhere in this application, that you believe add to your qualifications. You may wish to use this space to describe honors, awards, special publications, significant research, student activities, and memberships in business, professional or civic organizations. You may include this information in your resume. You may also list hobbies in this space.

V. REFERENCES

Name	Address	Area Code/Phone Number	Official Position

IMPORTANT: Please have your college or university forward your transcript, test results, and any placement office recommendations in support of your application.

The following documentation is required for veterans as applicable to indicated status:

- * Form DD-214 indicating honorable discharge.
- * A letter dated within the last six months from the applicant’s command indicating year of service in the National Guard or Reserve Forces, the applicant’s current status in the National Guard or Reserve Forces.
- * Marriage License
- * Death Certificate
- * Disability Letter from the Veterans’ Administration

VI. ORIGINAL STATEMENT

Please write a brief statement which would include your reasons for choosing education as a profession and your reasons for interest in a position at CRESC.

I. SIGNATURE

Please submit a resume, data sheet, or vita as additional support for your application.

An application is considered active when the Personnel Office has received (1) this employment application (completed and signed), (2) placement office credentials or letters of reference, (3) all official transcripts, and (4) copy of valid an appropriate Arkansas license.

A valid copy of an appropriate Arkansas Teaching License.

Applications are placed in the active file from July 1 to June 30 of each year. Each applicant must notify the Personnel Office **in writing** by June 30 if he or she wants to have the applications remain active during the next school year.

An on-site interview (at the applicant's expense) is required before hiring, unless specifically waived by the Cooperative.

Arkansas law requires a criminal background check and a Child Maltreatment Central Registry check to be completed on all new employees. Official forms will be provided to the applicant upon employment and applicant shall be responsible for the payment of any and all associated fees.

Regular drug screens are required for safety sensitive positions or as required by Arkansas Code and/or CRESC policy.

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information given by me on this application and any supplement is true and correct to the best of my knowledge. I understand that false statement on this application may result in termination of employment.

Signature of Applicant

Date

APPLICATION PROCESS AND GUIDELINES

- A. Your application will be reviewed and placed in our active files (by job title) for consideration. Applications should be complete and include all the information requested.
- B. A limited number of applicants may be interviewed.
- C. If you are not selected for employment, your application will remain in the cooperative's files until June 30 of the following year. After that date, unless we hear from you, the application and all attachments will be inactive.
- D. After you submit your application to the personnel office, it is not necessary for you to contact the personnel office unless you want to notify us of a change in your name, address, telephone number or credentials, or to request withdrawal or renewal of your application.
- E. If you wish to apply for a different vacancy, notify personnel department **in writing** of the position for which you wish to apply.
- F. Please note that it is the responsibility of the applicant to see that all written references are filed with their application.
- G. The application (and supplements) becomes the property of CRESC upon submission, and the applicant releases all rights to retrieve it or any portion of its contents.

- H. All requested information should be included with the application at the time of submission.
- I. Veterans, Disabled Veterans, Unmarried Spouses of Deceased Veterans have preferred status.
Crowley's Ridge Educational Service Cooperative is an equal opportunity employer.