



For Office use only:

Interview date:
Observation date:
Date of hire:

Mutanafisun Academy

APPLICATION FOR EMPLOYMENT PART A

GENERAL INFORMATION

Date: _____

NAME: _____
Last First Middle

Have you ever used any other names in the past? Yes _____ No _____ (Check One)

If yes, please list all other names that you have used

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE _____ CEL PHONE _____

Social Security Number _____ - _____ - _____

E-mail address _____

DATE OF EMPLOYMENT AVAILABILITY _____

SPECIFIC EMPLOYMENT LEVEL PREFERENCE: (Indicate 1st Preference 1: 2nd Preference 2)

_____ Pre-School _____ Kindergarten _____ Primary _____ Intermediate* _____ Jr. High* _____ Substitute Teaching

SUBJECT/JOB POSITION

_____ Homeroom Teacher _____ Math _____ Arabic _____ Qur'an _____ Science _____ English _____ Computers _____ Gym

_____ Islamic Studies _____ Counseling _____ Librarian _____ Learning Consultant _____ Coaching _____ Secretary

_____ Teacher Aide

WHY DO YOU WANT THIS POSITION? _____

EDUCATIONAL PREPARATION

	Name and Location of School College	From MO/YR	To MO/YR	Kind of Degree	Major	Year of Grad.	Sem. Hrs. Credited
Secondary School							
College University							
College University							

TEACHER PREPARATION (Student Teaching)

Name & Location of School	Subjects or Grades Taught	From MO/YR	TO MO/YR	Cooperating Teacher

KIND OF PROFESSIONAL CERTIFICATE HELD

STATE	LIFE/TEMPORARY/PROVISIONAL	Specification (Subject, K-8, etc.)	DATE ISSUED	DATE EXPIRED

If you are awaiting receipt of certificate, indicate date applied _____

Level of certification: _____

PREVIOUS EMPLOYMENT (Please list last employer first)

SCHOOL OR COMPANY NAME & ADDRESS	FROM MO/YR	TO MO/YR	Subjects or Grades Taught/Kind of Work	ANNUAL SALARY	REASON FOR LEAVING

REFERENCES: Give the names and addresses of those persons from whom you have requested references. **Relatives and Spouses may not be used.**

PLEASE PRINT NAME	ADDRESS	ZIP CODE	PHONE#	RELATION OR OFFICIAL POSITION TOWARD APPLICANT

Mutanafisun Academy

APPLICATION FOR EMPLOYMENT

PART B

All applicants must answer the following questions as completely as possible. Your application cannot be processed without this information.

1. Are you prevented from lawfully becoming employed in this country because of your visa or immigration status?
Yes _____ No _____ (check one)

(If hired, you will be required to verify your employment eligibility and identity in accordance with the Immigration Reform and Control Act of 1986.)

2. Can you perform the activities involved in the position for which you are applying either with or without reasonable accommodation?

Yes _____ No _____ (check one)

3. Have you at any time been accused of child abuse? (You are required to answer this inquiry whether or not a criminal conviction arose out of the allegation.)

Yes _____ No _____ (check one)

If yes, please provide in detail the date, the place, and an account of the circumstances surrounding each allegation of child abuse.

4. Have you ever been convicted of or pleaded guilty to a misdemeanor or felony (other than a traffic/parking violation)?

Yes _____ No _____ (check one)

If yes, please state the nature of the offense for which you were convicted or pleaded guilty, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.

Permission

I grant permission to the Administration of Mutanafisun Academy, and to the agents of either or both entities, (collectively "the Employer") to investigate thoroughly my complete personal, educational and work histories and to verify all information that may be given in connection with my seeking of employment as a teacher for any school operated by the Employer. In processing this employment application and at any time during my employment, the Employer may request a police report about me. I have the right to request the Employer completely and accurately to disclose to me the content of those reports. Such a request must be made in writing to the Employer. In addition, I release Mutanafisun Academy, as well as any individual or organization and all of their agents who supply written or oral information regarding myself to the office of the Employer, from any and all liabilities resulting from such investigation or verification. I understand and agree that I may be denied employment or, if I am already employed, that my employment may be terminated based on information obtained during that investigation or verification. Upon the termination of my employment as a teacher for the Employer, regardless of when, how or why my employment is terminated, and whether such termination is effected by me or by the Employer, I authorize the release of reference information on all aspects of my employment history with any school of the Employer and release the Employer and all of its agents from any and all liability resulting from disclosure of information on my employment history.

In addition, I understand and agree that this application will be considered valid for a period of one hundred eighty (180) days. I recognize that, if I wish to be considered after one hundred eighty (180) days, a new application for employment may be requested.

Moreover, I understand and agree that, if I am offered employment by the Employer, my employment will be based upon mutual agreement and that either I or the Employer may terminate the employment relationship at any time and for any reason, except to the extent specifically provided in a written employment agreement entered into between myself and the Employer. I understand that no one has authority to enter into any oral employment agreement on behalf of the Employer or to make any agreement contrary to the foregoing.

Finally, I certify that I have given true and accurate information and that I have read and agreed to the conditions of employment stated in this application and authorize the release as set forth above. If any information contained in this application is found to be false in the opinion of Mutanafisun Academy Administration in any respect, my application for employment may be rejected. Similarly, if I am already employed, I will be subject to discharge without notice at any time.

Date _____ / _____

(Signature)

Mutanafisun Academy provides and promotes equal employment opportunities for all persons without regard to race, color, age, sex, national origin, citizenship, or disability as provided by federal law.

Applicants should address all correspondence to:

**Mutanafisun Academy
Administration
470 South Street
Quincy, MA 02169
Phone: 617-472-0519
e-mail: ummkhamsah@yahoo.com**