

The Villages® Charter School

Central Office

Thank you for considering employment with The Villages Charter School! By completing this application, you may apply for instructional as well as non-instructional vacancies. Instructional includes teacher, guidance counselor, media specialist, and school administrator positions. Non-instructional includes teacher assistant, media assistant, clinic assistant, secretary, after care aide, food service and bus driver positions.

Please ensure that your application indicates the specific position you are applying for, and that your work history is well detailed. This will help us fully evaluate your application for positions that we have available. If you have a resume, please include it with your fully completed application.

Open positions and updated information about current career opportunities, are posted on our website: www.tvcs.org under "job opportunities".

If you are applying for a certified (instructional) position (i.e. teacher, guidance counselor, media specialist, school administrator) the following information **must be included** with your application:

- **Copies of Transcripts**
- **Copy of Florida Teaching Certificate and/or "Statement of Eligibility" from the Florida Department of Education**

If you do not hold a Florida Professional Educator's Certificate, please apply on-line at: www.fldoe.org/edcert. It will list the steps leading to the Florida Educator's Certificate.

If you are applying for a teacher assistant or media assistant position, please include at least **one** of the following:

- **Copy of Paraprofessional Exam (passing) Score;**
- **Copy of transcript showing at least 48 semester hours of college course work; or**
- **Copy of transcript verifying Associate's Degree, Bachelor's Degree or Master's Degree.**

The Villages Charter School has an active roster of Substitute Teachers. Each September, the roster is reviewed. If more substitutes are needed, they are hired at this time each school year.

Please mail **(DO NOT FAX)** your complete application packet to:

Patty Trabucco
Human Resources Coordinator
The Villages Charter School Central Office
350 Tatonka Terrace
The Villages, FL 32162

If you have any questions, please call our office at (352)-259-2350.

Once again thank you for your interest in building your future with us.

The Villages® Charter School

Employment Application

Please answer all questions. Resumes are not accepted in lieu of completion of this application. Incomplete applications are not considered.

 Last Name (Please Print) First Middle Social Security Number Today's Date

 Present Physical Address: Street City / County / State / Zip Code

 Current Mailing Address: Street City / County / State / Zip Code

 Day Telephone Cell/Message Phone Evening Telephone Email Address

Position Applying for: Indicate area and list specific job title and grade preference (i.e. HS; MS; Elementary)

AREA	JOB TITLE	TYPE
<input type="checkbox"/> Administrative		<input type="checkbox"/> Full - Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
<input type="checkbox"/> Instructional		
<input type="checkbox"/> Non-Instructional		
<input type="checkbox"/> Substitute Teacher Addendum required		

EDUCATION						
	Years		Major	Minor	Degree/Diploma (Type)	GPA
	From	To				
High School						
College/University						

REFERENCES		
Name / Title	Address	Telephone

EMPLOYMENT HISTORY (List most recent positions first.) DO NOT PUT SEE RESUME!

Employer	Month / Year Employed (from / To)		
Address	City	State	Zip Code
Your Position	Duties		
Immediate Supervisor	Telephone		
Reason for leaving	Rate of pay		

Employer	Month / Year Employed (from / To)		
Address	City	State	Zip Code
Your Position	Duties		
Immediate Supervisor	Telephone		
Reason for leaving	Rate of pay		

Employer	Month / Year Employed (from / To)		
Address	City	State	Zip Code
Your Position	Duties		
Immediate Supervisor	Telephone		
Reason for leaving	Rate of pay		

Do you have any friends or relatives who work for The Villages Charter School? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name	Relationship	Department
Name	Relationship	Department
Name	Relationship	Department

TEACHING EXPERIENCE

List teaching experience. Do not include Part-time, Internship or leave of absence(s) time. Teaching experience will not be credited until verified by our office, **Substitute teaching experience will not be accepted for credit.**

Name of School and District	Address / Phone	Position Held	Dates Employed	
			From	To

CERTIFICATION

State that Issued Certificate	Type of Certificate Held	Areas of Certification	Valid	
			From	To

ADDITIONAL EXPERIENCE ON EDUCATIONAL / PROFESSIONAL EXPERIENCE

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EMERGENCY CONTACT

Name			Telephone			Relationship		
Physical Address				City / State				

Are you legally entitled to work in the United States? Yes No

Are you retired from a Florida State Administered Retirement Plan? Yes No

Are you presently under contract to another school system? Yes No

If YES, what system: _____

Highest Degree held: _____

If you do not have a Florida Teacher Certification have you applied for one? Yes No

If YES, indicate DATE APPLIED: _____

Subject/Area(s) of Certification _____

Have you ever been convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or entered a plea of guilty or no contest to a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation); or are there any criminal charges now pending against you other than minor traffic violations? Failure to answer this question accurately could cause denial or termination of employment.

Yes No

If yes, please explain thoroughly: _____

I understand, if employed as a classroom teacher, I will be expected to complete all requirements for ESOL certification or endorsement in my subject area(s) of instruction within five(5) years from the date of employment (six (6) years if I am required to participate in the district's Teacher Induction Program.) If coverage or endorsement is not required in my area(s) of instruction, I will complete all ESOL training that may be required during my 1st year of employment (2nd year if I participate in the district's Teacher Induction Program.) If I fail to comply with this condition, I will be subject to immediate termination of employment with The Villages Charter School, Inc.

THE STATEMENTS BELOW ARE PART OF THIS APPLICATION AND SHOULD BE READ CAREFULLY

I certify that all the information given on this application is true and complete. I understand the requirements and agree to comply with the requirements of the State of Florida, including the signing of a loyalty oath as may be required by the provisions of Florida statutes and of the School Board. I hereby authorize my former employers to give any information regarding my employment with them and, in addition, to furnish any other information they may have concerning me. I understand that I will be fingerprinted as a matter of protection and identification and hereby authorize the release of all information and criminal history from any and all law enforcement agencies even where protected under privacy laws.

I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or, if employed, my dismissal. I understand this application is not a contract, offer or promise of employment. I further understand that no one other than the Board of Directors of The Villages Charter Schools, Inc. has the authority to enter into an employment contract agreement with me.

I have read understand and agree to this statement. Signature: _____

The Villages Charter School, Inc. is an Equal Opportunity Employer