



Telephone: 310-394-1313 Fax: 310-395-1093 www.psone.org

**Teacher Application**

Applicants for all positions considered are treated during employment, without regard to race, color, religion, sex, national origin, age, marital or veteran status. PS#1 is an equal opportunity employer.

**(PLEASE PRINT)**

Position Applied For \_\_\_\_\_ Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth (optional) \_\_\_\_\_

Are you employed now? \_\_\_\_\_ May we contact your current employer? \_\_\_\_\_

Are you prevented from lawfully being employed in this country because of Visa or Immigration status? \_\_\_\_\_ Have you been convicted of a felony within the past seven years? \_\_\_\_\_ (Conviction will not necessarily disqualify applicant from employment.) If yes, please explain.

Indicate languages you speak, read, and/or write (Evaluate yourself in these categories as to your fluency - excellent, good, fair) \_\_\_\_\_

List professional, trade, business, or civic activities and offices held.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

**References**

Give name, address, and telephone and FAX number of three references who are not related to you. Please include both personal and job related references. State your references' relationship to you {personal - (\*\*); job related (+).}

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education**

	Elementary	High School	College	Graduate/Prof.
School Name	_____	_____	_____	_____
Location	_____	_____	_____	_____
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4 _____
Degree/year	_____	_____	_____	_____

Describe course of study

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment Experience**

Start with your present or last job.

1. Employer Name \_\_\_\_\_  
Telephone \_\_\_\_\_ FAX # \_\_\_\_\_  
Address \_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor (name and #) \_\_\_\_\_ Hr. Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Work Performed \_\_\_\_\_

2. Employer Name \_\_\_\_\_  
Telephone \_\_\_\_\_ FAX # \_\_\_\_\_  
Address \_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor (name and #) \_\_\_\_\_ Hr. Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Work Performed \_\_\_\_\_

3. Employer Name \_\_\_\_\_  
Telephone \_\_\_\_\_ FAX # \_\_\_\_\_  
Address \_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor (name and #) \_\_\_\_\_ Hr. Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Work Performed \_\_\_\_\_

4. Employer Name \_\_\_\_\_  
Telephone \_\_\_\_\_ FAX # \_\_\_\_\_  
Address \_\_\_\_\_

Date Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_  
Supervisor (name and #) \_\_\_\_\_ Hr. Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Work Performed \_\_\_\_\_

**Special Skills and Qualifications**

List relevant skills and specialized training that you bring to this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What aspects of teaching are the most gratifying to you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your philosophy of classroom management and discipline?

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In a small, independent school, every member of the community (faculty, administrators, parents, and students) is a vital contributing member to the daily working of the plant and to the growth and future development of the educational environment. What specific skills do you bring to the ongoing stewardship of PS#1?

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What is your experience and philosophy in regards to teaching ethics, social awareness (ethnic, racial, cultural, economic) and values clarification (social interaction , negotiating, communication, judgment, and decision-making skills)?

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Using the enclosed brochure (or our website – [www.psone.org](http://www.psone.org) ) as a guide, please write a one page essay describing how your educational philosophy, particular strengths, and life experience qualify you to serve in the position you are applying for. Describe the ideal teaching situation you could have in a classroom or school.

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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**Signature of Applicant**

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**Date**

Please send your completed application and essay to **PS#1 Personnel Office, 1454 Euclid Street, Santa Monica, CA 90404 FAX to 310-395-1093, or email to [Employment@psone.org](mailto:Employment@psone.org)**. Thank you.

**PS#1 MISSION STATEMENT**

*PS#1 is a diverse community of students, teachers, and parents committed to balancing tradition and innovation in a dynamic elementary school setting. We use a multi-faceted approach to help students attain strong academic and interpersonal skills to fulfill their potential as confident members of society.*

## AUTHORIZATION FOR RELEASE OF INFORMATION

I understand that in connection with the application process, PS#1 Elementary School may request information from my past employers and/or references. I also understand that such investigation may include a review of any criminal records. I certify that I have provided complete and truthful information to PS#1 regarding all sources of information concerning my past employment, education, certification and criminal conviction record, as well as any other information requested in my employment application, and have been informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge. In order to assist PS#1 in obtaining documents and information to confirm my background, I hereby consent to the release of information as described below.

I request, authorize and consent to the release of information to PS#1 regarding my previous and current employment, and authorize all employers or agents that they may designate, to respond forthrightly to verbal or written inquiries from PS#1 regarding my employment record, including but not limited to: positions held; dates of employment; beginning and end pay rates; work performance; disciplinary records; reliability and any incidents of dishonesty; insubordination, violence and/or unsafe behavior; harmful or threatening behavior, including information based upon materials in my personnel files.

Further, I direct you to release such information upon request of any duly accredited representative of PS#1, regardless of any agreement, instructions or representations I may have made with you previously to the contrary.

I further request, authorize and consent to PS#1's investigation of whether I have a record of criminal convictions, and if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means. PS#1 has advised me that any criminal background check will focus on convictions, and that a conviction as such will not necessarily disqualify me from employment.

I also waive any and all rights and claims I may have against PS#1, its employees, representatives or agents; former educational institutions, or any person listed as a reference, from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure or release of such information by any person or party, whether such information is favorable or unfavorable to me in compliance with California Civil Code Section 47 as amended.

Also, it is with full understanding and consent that I agree that a photocopy of this authorization may be used only for the purposes stated above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Social Security # \_\_\_\_\_

I understand that I have a right to receive a copy of this authorization upon my request. By placing my initials here \_\_\_\_\_, I acknowledge my receipt of a copy of this authorization.

**JOB REFERENCE FORM**

**PS#1 School 1454 Euclid Street, Santa Monica, CA 90404 (310) 394- 1313 FAX (310) 395-1093**

\_\_\_\_\_ has applied for employment at PS#1 Elementary School for the position of \_\_\_\_\_ and has listed you as a reference. We would appreciate your answering the following questions with that in mind. If your relationship with the applicant is primarily personal you may prefer to use the back of this form for a narrative response. This information is confidential.

- 1.How long did the applicant work with you? Please give dates. \_\_\_\_\_
- 2.In what capacity? \_\_\_\_\_
- 3.Please describe responsibilities of the job. \_\_\_\_\_

4.Did s/he carry out the job's responsibilities to your satisfaction? Please elaborate.  
\_\_\_\_\_  
\_\_\_\_\_

5.List gifts & strengths (personal & professional).  
\_\_\_\_\_  
\_\_\_\_\_

6.List areas in which to encourage further development of capabilities (personal & professional).  
\_\_\_\_\_  
\_\_\_\_\_

7.Mental health (please circle): good shaky poor. Please elaborate if needed  
\_\_\_\_\_  
\_\_\_\_\_

8.Did personal problems interfere with work? \_\_\_\_\_ Please elaborate if needed.

9.Please evaluate the following :  
truly outstanding, excellent, good, average, below average, poor, no basis for judgment

- Relationships with co-workers? \_\_\_\_\_
- Relationship with students? \_\_\_\_\_
- Relationships with parents? \_\_\_\_\_
- Overall quality of work? \_\_\_\_\_

10.Would you promote or rehire this person, given the opportunity?  
\_\_\_\_\_

11.Did the applicant simply fulfill the requirements of the job, or did he/she go further, seeking more skills, taking more responsibilities, showing more interest?  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your time and effort. We look forward to your prompt reply. Do not hesitate to call us collect if you would prefer to speak to us by phone (310) 394-1313. Please add any other information you feel is pertinent. Please send to:

**PS#1, Personnel Office, 1454 Euclid Street, Santa Monica, CA 90404**

Please print your name \_\_\_\_\_ Your relationship to applicant \_\_\_\_\_

Name of your workplace \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Today's Date \_\_\_\_\_ signature \_\_\_\_\_