

**WESTLAKE ACADEMY
APPLICATION FOR PROFESSIONAL EMPLOYMENT**

PLEASE PRINT

Personal Information										
First Name		Middle Name		Last Name						
Social Security #		Application Date		Available Date						
Street Address										
City, State		Zip		Country						
Day Phone		Evening Phone		Cell/Pager						
E-mail Address				Fax						
Position for which you are applying										
List position(s) for which you are applying:										
For a teacher position, indicate grades in order of your preference:										
Teaching Experience										
Circle grade levels you have taught:			K 1 2 3 4 5 6 7 8 9 10 11 12 Higher Ed							
Certificates: (Check all that Apply)		<input type="checkbox"/> All-Level <input type="checkbox"/> Secondary <input type="checkbox"/> Elementary <input type="checkbox"/> Special Education <input type="checkbox"/> Bilingual Education			<input type="checkbox"/> Psychologist <input type="checkbox"/> Counselor <input type="checkbox"/> Librarian <input type="checkbox"/> Temporary Mid. Mgt.			<input type="checkbox"/> Mid-Mgt./Principal <input type="checkbox"/> Superintendent <input type="checkbox"/> Supervisor <input type="checkbox"/> Other:		
Teaching Assignments: (Begin with most recent.)										
Dates	District / School / Supervisor	Location	Full Time	Public School	IB Programs	Yrs	Grades / Subject	Reason for Leaving	Eligible for Rehire?	
Papers/ Articles published:										
Seminars/ Workshops Conducted:										
Other related Professional Experience:										

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Other Work Experience: (Please provide a complete list of all other jobs held in the past 10 years beginning with most recent. Attach additional sheets if necessary.)

Dates	Position / Supervisor	Employer	Address or email and Phone Number	Reason for Leaving	Eligible for Rehire?

Educational Background

Highest Education Attained: PhD/EdD Masters Bachelors 2-Year Degree No College Degree High School Diploma

Schools Attended

Dates	School	City/ST	Degree	GPA	Major	Hrs	Minor	Hrs

References

Please Include all managers and supervisors at your last two employers.

Name	School / Firm	Address/City/ST	Position/Title	(Area Code) Phone

Employment Questions

Are you under contract with any school district for the next school year?	YES	NO
Have you ever been involuntarily terminated, non-renewed, suspended or asked to resign from the employment of another school, school district or employer?	YES	NO
Do you have a relative who serves as a member of the Westlake Academy Board of Trustees or the Westlake Town Council?	YES	NO
Have you ever had a complaint or report made against you with the State Board for Educator Certification or any other similar organization in another district or state?	YES	NO
May we contact your present employer for a recommendation?	YES	NO
Have you been convicted or pled guilty or no contest (nolo contendere) to a felony or any offense involving moral turpitude? (Including, but not limited to: theft, rape, murder, swindling, and indecency with a minor). If yes, please attach explanation. (Note: Conviction of a crime is not necessarily a bar from employment. The district will consider the nature, date and relationship between the offense and the position applied for.)	YES	NO

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Educational Philosophy

In your own handwriting, write your philosophy of education including areas such as reasons for wanting to teach, classroom management, **methodology**, individual difference and any unique thought(s) or **experience that you may wish to share** about teaching. For your convenience, you may attach an additional sheet; however, your essay should not exceed one page. At the bottom of the attachment, please print and sign your name.

Verification

I hereby certify that all information given in this application is true and correct, and I understand that misstatements of fact may result in my disqualification from employment, and may also be considered for dismissal from the service of Westlake Academy. Furthermore, if employed I agree to accept the assignment to the building and employment as made by the Administration. I hereby authorize Westlake Academy to conduct work history, personal reference, and police record inquiries to determine my acceptability for employment.

Authorization Statement:

I authorize the references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing same to you.

This application becomes the property of Westlake Academy. Westlake Academy reserves the right to accept or reject it.

Signature of Applicant

Date

Application Information

Applications for employment are sent to those who request them. The issuance of such forms does not imply that there are vacancies or that the candidate is under consideration. The application becomes the property of Westlake Academy. Submission of an application authorizes Westlake Academy to obtain any criminal history record relevant to the application from any pertinent source in accordance with the provisions of the Texas Education Code, Section 22.083 and Section 22.084, and authorizes any law enforcement agency to furnish the district any such record, including but not limited to any police department or the Department of Public Safety as well as the Texas Department of Corrections.

Please Submit:

1. Professional application form.
2. Photocopy of a valid teacher certificate, showing both sides if applicable. If you do not have your certificate, send a letter from the college verifying the date the college recommended or will recommend you for certification with the areas of specialization listed.
3. Photocopy of your transcript showing degree date.
4. Recent graduates should send copy of their placement files.
5. If applicable, copy of your service record.

After necessary credentials have been submitted, your file will be individually reviewed for completeness. When all items listed above have been provided, the file will be considered for employment. Applicants will be notified if they have been selected for interview purposes. **Not all applicants** will be interviewed. Applications will remain active one year from date of application unless you notify Westlake Academy by letter. Any correspondence should state your area of certification. In the event that Westlake Academy does not hear from you, your file will be purged one year after date of application.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 * 202-720-7051