



# Palm Tree Academy

An Islamic Educational Institute

143 Paragon Lane, El Paso, TX 79912

Tel. (915)229-2190

www.ptacademy.org

## APPLICATION FOR EMPLOYMENT

It is important that you fill out this application completely.

PLEASE TYPE OR PRINT

### 1. CURRENT DATA

Social Security Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_  
Street City State Zip Code

Permanent Address \_\_\_\_\_  
(if different)

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_  
Area Code Number Area Code Number

### 2. GENERAL INFORMATION

For what position are you applying? \_\_\_\_\_

Lists the grades and subjects \_\_\_\_\_

Date available for service \_\_\_\_\_ Full \_\_\_\_\_ or Part Time \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_\_

### FOR PERSONNEL OFFICE USE

#### EVALUATION RECORD

POSITION	DATE	INIT	INIT	INIT	REASON

### 3. EDUCATION AND TRAINING

Give complete information regarding your education and training. Include technical or specialized certificates and licenses now held.

NAME OF HIGH SCHOOL		ADDRESS				DIPLOMA	
						_____ YES	
						_____ NO	
						_____ GED	
YEAR	COLLEGE / UNIVERSITY (Undergraduate)	DATE/ YEAR GRANTED	DIPLOMAS, DEGREE EARNED	MAJOR AREA	SEMESTER HOURS	MINOR AREA	SEMESTER HOURS
FROM TO							
	<b>GRADUATE WORK</b>						
	<b>OTHER</b> (workshops, Institutes, etc.)						
	<b>CERTIFICATES AND LICENSES</b>						

### TEACHING EXPERIENCE

(Designate Full-Time or Part-Time by Checking the appropriate space provided)

NAME OF INSTITUTION	CITY STATE	ZIP CODE	Univ.	College	Comm. C.	H.S.	Elem.	SUBJECTS TAUGHT	Part Time	Full Time	INCLUSIVE DATES

If you have not been previously employed in a teaching position, please complete the following:

### STUDENT OR PRACTICE TEACHING

GRADE OR SUBJECT TAUGHT	NAME AND ADDRESS OF FACILITY	INCLUSIVE DATES

**4. EMPLOYMENT RECORD** List your present or most recent position FIRST. If you have held more than one position with any employer, list separately each position held. **INFORMATION CONTAINED ON A RESUME, IF SUBMITTED, SUPPLEMENTS BUT IS NOT A SUBSTITUTE FOR COMPLETING THE APPLICATION FORM IN DETAIL.**

A. Title of present or last position \_\_\_\_\_  
Name of Employer and Address \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Principal job duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving/changing \_\_\_\_\_

B. Title of present or last position \_\_\_\_\_  
Name of Employer and Address \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Principal job duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving/changing \_\_\_\_\_

C. Title of present or last position \_\_\_\_\_  
Name of Employer and Address \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Principal job duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving/changing \_\_\_\_\_

D. Title of present or last position \_\_\_\_\_  
Name of Employer and Address \_\_\_\_\_  
Supervisor's Name and Title \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_  
Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Principal job duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving/changing \_\_\_\_\_

Please attach a supplementary sheet with additional information if there is insufficient space provided in any of the items above.

**5. OTHER**

**PROFESSIONAL SUMMARY**

1. Related instructional administrative, business experience, or skills. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. What areas of leadership abilities do you possess that should be considered in evaluating your application?  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Special qualifications; honors; travel; publications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. List any foreign languages you speak, read, or write:

FOREIGN LANGUAGES	SPEAK	READ	WRITE	FLUENTLY	GOOD	FAIR

5. If applying for a position that requires the use of machines/equipment or special skills, list the skills/abilities you have. Examples: typing, accounting, computers, software packages, etc.

MACHINES/EQUIPMENT, SKILLS	DEGREE OF SKILL, KNOWLEDGE OR EXPERIENCE

**REFERENCES (List 3 reference who are not related to you)**

NAME	OCCUPATION	PRESENT ADDRESS	TELEPHONE

**NOTE: APPLICATION MUST BE SIGNED AND DATED**

*Applicants are not required to give any information prohibited by federal, state, or local law. If employed, I agree to furnish additional information, as required by government agencies, for proper payroll processing. This agreement does not constitute an employment contract or legal guarantee of permanent employment.*

*I hereby authorize any former employers and personal references to give any information they may have concerning my previous job performance, employment record, or this application.*

*The Palm Tree Academy may contact my present employer for information.*     Yes     No  
*Have you ever been convicted of a crime, including sex-related or child-abuse related offenses?*     Yes     No

*I agree to comply with all the rules and regulations of the Palm Tree Academy of El Paso Texas. I hereby affirm and declare that all statements herein are true and correct. I understand that any false statements on this application are considered sufficient cause for dismissal. I also hereby commit to fulfill one full school year and other mandatory in-service / training days as stipulated if hired. Upon submission to the personnel department, application material will become the property of the Palm Tree Academy. Palm Tree Academy reserves the right to conduct a criminal background check.*

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date