APPLICATION FOR CERTIFIED PERSONNEL INSTRUCTIONS

Thank you for your interest in Gilmour Academy. It is important for you to understand our employment policies and procedures, and we ask that you read all instructions below prior to completing this application.

A. In order to be considered for employment, the following items **must** be submitted:

1. Resume
2. Application for Certified Personnel
3. College Transcripts
4. Current Ohio Teacher’s Certificate/License

B. Complete the application by **printing or typing**; responses to Short Answer section are to be provided in **your own handwriting**. Answer all questions completely, accurately, and honestly. If you are appointed and accept a position with Gilmour Academy, the information given therein will become a part of your professional record.

C. Unofficial transcripts or copies of an official transcript may be submitted with the application for the selection process, however, should you accept employment, official transcripts from each college you attended are to be on file in the office of the Director of School.

D. Please submit a copy of your current Ohio Teacher’s Certificate/License. If you are coming from another state, that state’s certificate is required. The employer’s portion must be on file should you accept employment.
APPLICATION FOR CERTIFIED PERSONNEL

Date of Application______________________________

Name___________________________________________________________________________________________
Last                                                   First                                           Middle

Address_________________________________________________________________________________________
Number                  Street                                                                  Apartment/Suite
_________________________________________________________________________________________
City                                                      State                                      Zip Code__
__________________________________________________________________________________________

Home Telephone                             Daytime Telephone                    Email Address
Applying for________________________________________

EDUCATION
Starting with high school, please indicate schools attended or currently attending.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Location</th>
<th>Degree</th>
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Please circle to indicate Major or Minor:

Undergraduate MAJOR/MINOR__________________________ Semester HOURS*________ GPA____
Undergraduate MAJOR/MINOR__________________________ Semester HOURS*________ GPA____
Graduate MAJOR/MINOR______________________________ Semester HOURS*________ GPA____
Graduate MAJOR/MINOR______________________________ Semester HOURS*________ GPA____
Professional Education Courses: (Semester HOURS*) Undergraduate__________ Graduate________

For Office Use Only

Date Received_______________
Teaching Area_______________
Degree____________________
Years of Experience__________
Coaching Experience:
_____________________________
_____________________________
Credentials Received__________
Interview____________________
Transcripts Received__________

GILMOUR ACADEMY
34001 CEDAR ROAD
GATES MILLS, OHIO  44040-9356
(440) 442-1104

Head of School   (440) 473-8169   (440) 473-8157
Upper School    (440) 473-8070   (440) 473-8093
Lower School    (440) 473-8160   (440) 473-8157

Telephone        Facsimile

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Telephone        Facsimile
Student Teaching at ___________________________________________ Dates ____________________

*NOTE: Convert all hours to Semester Hours: 2/3 times Quarter Hours = Semester Hours

Subjects Listed on Ohio Certificate/License _______________________________________________________

Type of Certificate(s)/License and Number _______________________________________________________

Date of Expiration ________________________________

<table>
<thead>
<tr>
<th>Subjects Qualified to Teach in Order of Preference</th>
<th>Undergraduate Semester Hours in Subject</th>
<th>Graduate Semester Hours in Subject</th>
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**EXPERIENCE**

List the most recent teaching position first.

<table>
<thead>
<tr>
<th>School</th>
<th>Rank or Position</th>
<th>Subject(s) taught and grade level(s)</th>
<th>Dates</th>
<th>Salary</th>
<th>Reason for Leaving</th>
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List the most recent employment if not in teaching.

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<tr>
<th>Company/Institution</th>
<th>Rank or Position</th>
<th>Dates</th>
<th>Salary</th>
<th>Reason for Leaving</th>
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Salary Expectation ________________________________

**EXTRACURRICULAR** List in order of preference those you are qualified to sponsor or coach.

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<th>Activity or Sport</th>
<th>Experience</th>
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REFERENCES

Please provide three references who have knowledge of your professional preparation and experience, particularly those from the last institution by which you were employed.

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<tr>
<th>Name</th>
<th>Position</th>
<th>Address in Full</th>
<th>Telephone</th>
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SHORT ANSWER

Please handwrite your responses to the following questions, using only the space provided.

1. What is your philosophy of education?

2. If you were employed as an educator at Gilmour Academy, what skills and personal qualities would you bring to your assignment to assure a successful teaching experience?
3. What do you see as your greatest asset(s) as an instructor?

TO THE APPLICANT

Gilmour Academy, a Holy Cross school, is a faith-based, independent Catholic school/community. The Academy advocates and promotes a Catholic philosophy of life and attempts to create an environment inclusive of Catholic/Christian virtues. All faculty/staff members are expected to play an integral part in creating and maintaining an inclusive Catholic/Christian atmosphere and in promoting Christian virtues. Do you feel that you would be capable of functioning effectively in this situation and be comfortable with these expectations? ______ Yes ______ No

If hired, Federal law requires that you furnish documentation showing your identity and supplying proof that you are legally authorized to work in the United States. Ohio law requires fingerprinting and passing a tuberculin test before employment can be granted.

Have you ever been convicted of a felony? ______ Yes ______ No If yes, please provide that mature of the offense, where and when it occurred, and the sentence imposed.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Have you been convicted of a misdemeanor within the past seven years (excluding minor traffic violations)?

_______ Yes ______ No If Yes, please explain:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

As defined by and enforced under applicable State and Federal law, it is the policy of Gilmour Academy not to discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability or age in its educational programs or employment policies. However, religion may be a significant factor when hiring for certain positions (e.g., religious studies instructor, campus minister, etc.)

The above is a complete and accurate statement of facts with regard to me personally, my training and experience, and contains all details pertinent to the position for which I am applying. After a conditional offer of employment, I understand that I may be required to pass a physical examination as part of the employment procedure.

I authorize Gilmour Academy, or Gilmour Academy's agent, at any time prior to or during my employment to: a) investigate my references; b) communicate with my former employers; c) conduct an independent investigation of my character, conduct, and employment record, including, without limitation, fingerprinting, a criminal background check, and/or to request a credit report and/or and investigative background credit report. I understand that the results of investigative or background checks may be kept and preserved. Additionally, I release all parties from all liability for any damage that may result from furnishing information to Gilmour Academy.

Signature of Applicant________________________________________________________Date____________________

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