



Employment Application Form
Horse Creek Academy
1200 Toolbeck Rd
Aiken, SC 29803
(803)226-0160

www.horsecreekacademy.org

Date of Application _____	Position Applied for: _____
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Name of Applicant	Last	First	Middle Initial
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Other Name that may appear on records _____

Social Security Number	Date of Birth
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Current Address	City	State/ Zip code
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Previous Address	City	State/ Zip code
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Work Phone#	Mobile Phone #	Home Phone #	Email Address
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Are you currently under contract?	Yes or No	If yes, where?
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Have you previously been employed at Horse Creek Academy? Yes or No	If yes, where?
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May we contact your current employer for recommendation? Yes or No	
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EDUCATIONAL BACKGROUND

Transcripts of all completed college/ university coursework should accompany this application. An official transcript (with College/ University seal) will be required upon employment

Level of Education	School/ College/ University	City/ State	Dates Attended		Degree Received
			From	To	

High School					
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College/ University					
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College/ University					
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College/ University					
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Major Area (undergraduate)	Minor Area (undergraduate)	Major Area (graduate)	Minor Area (graduate)
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CERTIFICATION

Please select the highest education level you have completed.

Bachelor's Degree

Master Degree

Doctorate Degree

Do you have a SC Educator Certificate?

Yes

No

If No, are you in an Alternative Certification?

Yes

No

If Yes, have you passed the Content Area Proxis Exam?

Yes

No

Do you have an Out-of-State Educator Certificate?

Yes

No

Educator Certificate

Teaching Fields

Effective Date

Expiration Date

Educator Certificate	Teaching Fields	Effective Date	Expiration Date

WORK HISTORY

District/ Company	Supervisor Name	Phone	Position Held	Dates Employed	
				From	To

STUDENT TEACHING HISTORY

School District	Principal's Name	Phone	Subject/ Grade Level	Dates Employed	
				From	To

GENERAL INFORMATION

If employed presently, why do you wish to leave?

If hired, on what date would you be available to start?

Have you ever been refused tenure or a continuing contract? If yes, please attach an explanatory statement.	Yes	No
Have you ever had a license or certificate revoked or suspended? If yes, please attach an explanatory statement.	Yes	No
Have you ever been discharged or requested to resign from a position? If yes, please attach an explanatory statement.	Yes	No
Have you ever been convicted of a felony? If yes, please attach an explanatory statement.	Yes	No
Do you have criminal charges or proceedings pending against you? If yes, please attach an explanatory statement.	Yes	No
Do you have a relative who serves on the Horse Creek Academy Board of Education? If yes, please provide the relative's name and relationship. Board Member Name _____ Relationship _____	Yes	No

REFERENCES

List the names and addresses of three persons not related to you who can speak with knowledge of your personal and professional qualifications for the assignment, which you seek. Teaching applicants with work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience. Beginning teachers must include references from their student teaching supervisor(s) and cooperating teacher(s).

Name of References	Employer	Complete Address	Position	Telephone Number

APPLICATION AGREEMENT

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

By filing application for employment with Horse Creek Academy, I agree, if employed, to abide by all the policies set forth by Horse Creek Academy. I understand that Horse Creek Academy may investigate sources or references other than those given in this application. I understand that that a background check has to be completed on all applicants the HCA intends to employ and authorize Horse Creek Academy to obtain criminal history record information.

I acknowledge that all references will be confidential information. I understand that nothing in this employment application is intended to create an employment contract. No promises of employment have been made to me.

Please sign below and return this form as part of the application for employment.

Signature _____ Date _____

This application becomes the property of Horse Creek Academy. HCA reserves the right to accept or reject it. This application shall be considered active for a period not to exceed two years. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time

It is the policy of Horse Creek Academy not to discriminate on the basis of race, color, national origin, sex, veteran or marital status, age, religion, disability, or any other legally protected status in its vocational programs, or any other program, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.