



CANTON COUNTRY DAY SCHOOL

a good beginning never ends

APPLICATION FOR EMPLOYMENT 2021-2022

Position: _____

PLEASE READ BEFORE COMPLETING THIS APPLICATION

Canton Country Day School is an equal-opportunity employer. All employment decisions are made without regard to race, color, creed, religion, age, gender, sexual orientation, national origin, disability, military or veteran's status, those with limited English proficiency, or genetic information. Canton Country Day's policy of equal employment practices extends to advertising, recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, demotion, layoff, termination, rates of pay, and all other forms of selection, training, and compensation. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

Canton Country Day School offers children in preschool through eighth grade a solid educational foundation by cultivating an environment in which scholarship, responsibility, and respect for others flourish along with creativity, enthusiasm, and self-respect.

Our Vision: Canton Country Day School seeks to educate students through an individual lens, igniting them with confidence and character, while developing academic responsibility and rigor in an interactive and innovative environment to ready them for the next chapter of their lives.

Our Mission: At Canton Country Day School, students are empowered to recognize and optimize their full potential by cultivating an environment that prepares them to meet the challenges in a rapidly changing world with openness, enthusiasm, a willingness to problem solve, while developing respect for individual differences and community values.

PERSONAL DATA

NAME _____ DATE: _____
Last First Middle

ADDRESS _____
Street City State Zip Code

Available Date _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Email Address _____ Best time to contact you _____

Are you 18 years of age, or over? Yes No

Are you legally eligible for employment in the U.S.A.? Yes No

(If you are hired, you will be required to produce documents of your eligibility in compliance with Federal Form I-9)

Other names used in prior employment: _____

GENERAL INFORMATION

Have you previously applied for employment with our school? _____ Yes _____ No

If so, when? _____ Type of position for which you applied _____

How were you referred to our school?

_____ Employee _____ Advertisement _____ School _____ Agency _____ Other

Name of referral source indicated above _____

CONVICTIONS: A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so that a fair decision can be made.

Have you (Applicant) ever:

Yes____ No____ Been the subject of an investigation (including abuse or sexual misconduct) by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)?

Yes____ No____ Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of any type (including abuse or sexual misconduct) were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct?

Yes____ No____ Had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct?

Yes____ No____ Have plead guilty to, or been convicted of a criminal offense?

If yes to any of the questions above, please provide dates and circumstances

Would you agree to a pre-employment and/or post-employment drug screening by a physician, clinic or other health care provider selected by the school? _____ Yes _____ No

EMPLOYMENT QUESTIONS

1. Are you currently under contract with any school/district for the next school year? _____ Yes _____ No _____ N/A

2. 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

3. Have you ever resigned after receiving notice of proposed contract non-renewal or termination? _____ Yes _____ No

4. Are you a relative of any current employee or a member of the Canton Country Day School Board of Trustees?
"Relative" means a connection between persons by blood, marriage, adoption, domestic partnership, or other close personal relationship including cohabitation. _____ Yes _____ No

REFERENCES

It is the policy of Canton Country Day School to secure reference/background checks of an applicant.

List three business/professional references who are not related to you and who were (are) not your direct supervisor.

<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Known how long?</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

List three business/professional references who were or are your direct supervisor.

<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Known how long?</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EMPLOYMENT HISTORY

(Beginning with Current or Most Recent Employer)

Employer Name _____

Address _____ Telephone _____

Street City/State Zip Code

Dates of Employment: From ____/____/____ to ____/____/____ Salary (monthly) start _____ finish _____

Your Position/Title _____ Name/Title of Supervisor: _____

Describe job duties, responsibilities and accomplishments:

Reason(s) for terminating or considering a change: _____

Employer Name _____

Address _____ Telephone _____

Street

City/State

Zip Code

Dates of Employment: From ____/____/____ to ____/____/____ Salary (monthly) start _____ finish _____

Your Position/Title _____ Name/Title of Supervisor: _____

Describe job duties, responsibilities and accomplishments:

Reason(s) for terminating or considering a change: _____

Employer Name _____

Address _____ Telephone _____

Street

City/State

Zip Code

Dates of Employment: From ____/____/____ to ____/____/____ Salary (monthly) start _____ finish _____

Your Position/Title _____ Name/Title of Supervisor: _____

Describe job duties, responsibilities and accomplishments:

Reason(s) for terminating or considering a change: _____

EDUCATIONAL BACKGROUND

Name

City

Date Attended

Degree Attained

High School _____

College _____

Graduate School _____

Graduate School _____

Other _____

Are you presently in school? _____ Yes _____ No If yes, give expected completion date _____

Do you have a state certification relevant to this position? _____ Yes _____ No

State

Type

Certificate Number

RELATED SKILLS AND EXPERIENCE

List your skills, training and/or professional acknowledgments that are specific to this position:

Computer/Electronic Literacy (list proficiency level of none, novice, intermediate, advanced, or expert)

- Microsoft Office Suite (Word, Excel, Powerpoint, etc)
- Google Programs (Google Email, Docs, Calendar, Sheets, etc)
- Google Drive and sharing files folders
- Virtual Classroom Software Platforms (i.e. Google Classroom, Zoom)
- Basic knowledge of using a copier printer
- Student information system software (we currently use RenWeb/FACTS)
- Learning management software
- Curriculum mapping software (we use Curriculumtrak)
- Working with projectors, video equipment, Smartboards
- Notebook software (for Smartboards)
- Use of Apple (Macintosh) computers

Community Service

Currently certified in First Aid/CPR? ____ Yes ____ No If Yes, please list expiration date _____

Other experience and skills

PLEASE SUBMIT FOR APPLICATION COMPLETENESS:

1. Cover letter and resume
2. Professional Employment application form.
3. Writing Sample (see below)
4. Educational Philosophy Statement (see below)
5. Photocopy of a valid teaching 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.
6. Photocopy of your transcript.

WRITING SAMPLE

Name: _____

Canton Country Day School is seeking team players who fit with our core values: positivity, innovation, nurturing, inclusiveness, consistency, and integrity. In your own words, please tell us why this position is appealing to you, how these values will be exemplified in your work and with colleagues, and why you believe you would be a good fit for this position. **(500 words or fewer)**

EDUCATIONAL PHILOSOPHY STATEMENT

Name: _____

Please describe your philosophy of education and how it pertains to the position for which you are applying. For teachers, include areas such as your reasons for wanting to teach, classroom management, methodology, individual difference and any unique thought(s) or experiences that you may wish to share about teaching. **(500 words or fewer)**

ACKNOWLEDGMENT, AUTHORIZATION, RELEASE AND SIGNATURE

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 for the service of Canton Country Day School. Furthermore, if employed, I agree to accept the assignment to the position as made by the Administration. I hereby authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment. I also authorize Canton Country Day School to request and receive such information. I release all such parties from liability for any damage that may result from furnishing such information.

If hired or chose, I agree to be bound by the Canton Country Day School's policies and procedures, including but not limited to its Policies for the Protection of Children and Youth from Abuse and its Code of Conduct for the Protection of Children and Youth and such other policies as may be required by the School.

I also understand that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of Canton Country Day School, or myself.

Signature of Applicant: _____ Date: _____

Mail the completed application to:

Head of School
3000 Demington Avenue N.W.
Canton, Ohio 44718-5737

Or send by email to: ccdsoperations@cantoncountryday.org. Subject line should indicate position sought.
No Phone Calls, please.



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Suggestions for Employment Interview

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.

Candidates who are considered for an interview must be prepared to hold a tailored, focused discussion. We suggest preparing:

For Teachers:

- 1) Examples of a lesson plan in Language Arts and/or another curriculum area.
- 2) Samples of assessments from 2 subject areas that reflect your approaches to assessing student learning.
- 3) A concise discussion of a lesson that you have given that did not go well and one that did go well, with accompanying explanations on what went well and what could be improved.
- 4) A brief description of your ideal classroom. You should focus on the overall layout of the classroom, your role within the classroom, and the various resources that would be available. Please provide insights into your choices.

For All:

- 1) A concise description of your leadership style and guiding philosophies, highlighting particular strengths and providing concrete examples of experiences that provide insight into your leadership capacity.
- 2) Additional items that you feel highlight your knowledge and experience.