



**YINGHUA
ACADEMY**

Employment Application for Licensed Positions

Please send this application, cover letter and resume to:
Yinghua Academy
Attn: Human Resources
1616 Buchanan Street N.E.
Minneapolis, MN 55413

| For Office Use Only | |
|--------------------------------|-------|
| Application Form Rec'd: | _____ |
| Cover Letter & Resume Rec'd: | _____ |
| Transcripts/Credentials Rec'd: | _____ |
| Date Interviewed: | _____ |

APPLICANT INFORMATION (please print or type):

Name: _____
Last Name First Name Middle Name

Address: _____
Street City State Zip

Email Address: _____

Home Phone: (____) _____ Business Phone: (____) _____

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____
If yes, please state the nature of the crime(s), including date(s) and location(s) of conviction(s):

(Note: Your employment is contingent upon satisfactory completion of a background check that is required of all employees.)

POSITION FOR WHICH YOU ARE APPLYING:

Position Title: _____

AREA(S) OF LICENSURE:

Are you currently licensed to teach in MN? _____
If not, have you applied for your license? _____ If so, what is your File Folder Number? _____
Do you hold a teaching license from another state or country? _____ If so, which state or country? _____

Describe your current Minnesota teaching license:

| Student Level | Scope | Function Description | Expiration Date |
|---------------|-------|----------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

EDUCATION (Please list most recent first):

| Name of School/University | Degree Earned | Year Graduated | Major/Minor |
|---------------------------|---------------|----------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

STUDENT TEACHER/INTERNSHIP INFORMATION (Applicants with more than two years of relevant experience do not need to complete this section):

| School & City in which Student Teaching was Completed | Name of Cooperating Teacher | Grade or Subjects Taught | Dates From-To | # of Months |
|---|-----------------------------|--------------------------|---------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

COLLEGE SUPERVISOR(S): _____

TEACHING EXPERIENCE (please list most recent first):

| Name of School System | Location | Position Held | Dates |
|-----------------------|----------|---------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

SPECIAL COURSES OR WORKSHOPS ATTENDED IN THE PAST THREE YEARS:

OTHER PROFESSIONAL NON-TEACHING WORK EXPERIENCE:

| Employer/Company | Position Held/Job Title | Supervisor | Dates |
|------------------|-------------------------|------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

REFERENCES: Please provide the names and contact information of at least two professional references and one personal reference whom we may contact. We are especially interested in the names of persons who have observed your work in the classroom.

| |
|---|
| Name _____ |
| Relationship _____ |
| Position at School or Company _____ |
| Address _____ |
| Current Phone (____) _____ Email _____ |

| |
|---|
| Name _____ |
| Relationship _____ |
| Position at School or Company _____ |
| Address _____ |
| Current Phone (____) _____ Email _____ |

| |
|---|
| Name _____ |
| Relationship _____ |
| Position at School or Company _____ |
| Address _____ |
| Current Phone (____) _____ Email _____ |

| |
|---|
| Name _____ |
| Relationship _____ |
| Position at School or Company _____ |
| Address _____ |
| Current Phone (____) _____ Email _____ |

SIGNATURE:

I hereby certify that the statements made and the information provided in this application are, to the best of my knowledge and belief, true, accurate and complete. I understand that my statements and information are subject to verification by Yinghua Academy and hereby give my permission for such verification. I also understand that falsification on this application will disqualify me from employment or result in dismissal.

_____ Date

_____ Applicant's Signature