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| Logo copy  Imagine That and Future Tech™  6365 Spalding Drive, Suite E, Peachtree Corners, GA 30092  Phone: 770-455-1980 Fax: 855-867-5705  www.imaginethatfun.com |

## **EMPLOYMENT APPLICATION**

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| *Imagine That! offers after school enrichment programs at approximately 25 public and private school systems in North Fulton, DeKalb and Cobb counties.* ***All classes are conducted on school grounds and teachers are required to arrive at least 15 minutes prior to start time (most classes start at 2:30pm).*** *Our classes vary in length from 1 hour to 3 hours. Teachers are paid according to class length ($30/1st hr, $20/additional hours).* | | | | | |
| Application Date |  | | Date Available to Start |  | |
| Name  Last, First, Middle |  | | | | |
| Primary Phone # |  | | Alternate Phone # |  | |
| Address (current)  City, State, Zip  (If in ATL, please specify area of town) |  | | Email |  | |
| Are you 18 years of age or older? |  | | Are you a citizen of the United States? |  | |
| How did you hear about us? |  | | If no, are you authorized to work in the U.S.? |  | |
| Emergency Contact  Name, Phone # |  | | | | |
| Have you ever worked for Imagine That? If so, when? | |  | | | |
| Are you available to teach through the end of the semester (December/May)? | |  | | | |
| What days of the week are you available to teach in the afternoon? | |  | | | |
| What hours are you available?  (most classes are between the hours of 2 and 4 PM) | |  | | | |
| Would you be interested in working some weekends? (for birthday parties and events) | |  | | | |
| Do you have reliable, personal transportation? | |  | | | |
| How far are you willing to drive? \*See Note Below | |  | | | |
| Note: We do not pay mileage unless we request that you work more than 8 miles from your home. In that instance mileage will be based on miles over 16 miles (round trip) from your home. | | | | | |
| *Art Teachers – If you are applying for an art teaching position, you must be able to provide a portfolio of your work for review. It is expected that you either hold a degree in art or are an artist by profession.* | | | | | |
| *Science Teachers – If you are applying for a science teaching position, you will be provided a curriculum to be utilized throughout each session.* | | | | | |
| *Technology Teachers – if you are applying for a technology teaching position in grades K-3, no technology background will be required. Grades 4-5 will require familiarity with technology and programming (almost enough to be considered a “geek”).* | | | | | |
| Please describe your areas of strength in each subject. | Art |  | | | |
| Science |  | | | |
| Video Production |  | | | |
| Technology |  | | | |
| Please describe your teaching or child care experience. |  | | | | |
| Which age range are you most comfortable teaching (check all that apply)? | \_\_\_\_\_\_ 5-7 year olds \_\_\_\_\_\_ 8-10 year olds \_\_\_\_\_\_11-14 year olds | | | | |
| What is the highest level of education you have completed? (Please list degree achieved if applicable.) |  | | | | |
| If currently in school, please list your school, major(s), and prospective year of graduation. |  | | | | |
| We provide all curricula and supplies for our after school classes. We offer our classes at most schools only once per week, so you will have the same group of students every Monday at one school and a different group of students (but the same every week) every Tuesday at a different school. It is most likely that you will go to a different school each day to teach. **Most classes start at 2:30 and end at 3:45, though this does vary.** We pay a contracted rate per class. | | | | | |
| *Due to the fact that our business puts us in the company of young children, our client schools require that we perform a criminal background records check on every potential employee.* | | | | | |
| Plesae initial if you understand and accept that passing a full background check is required for this position. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Have you ever been fingerprinted by Fulton Co. Schools or another school board for screening purposes? | | Which County? | | | |
| When? | | | |
| Please list your past three employers and information for each: | | | | | |
| **Name of Employer** | **Name of Supervisor** | **Supervisor’s Phone #** | | | **Reason for Leaving** |
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| Professional Reference #1 (Name, phone, email) | |  | | | |
| Professional Reference #2 (Name, phone, email) | |  | | | |
| I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company’s sole option and without prior notice to me. I also acknowledge 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 the company or myself. | | | | | |
| Signed:  Printed Name: Date: | | | | | |
| *We at Imagine That! wish to express our appreciation for your interest in employment with our company. We are a fun company to work for and to be associated with. We take pride in what we do.* | | | | | |
| Imagine That! provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Imagine That! complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company operates.  Imagine That! expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. | | | | | |

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| Office Use Only | |
| Has employee completed the screening process? | Has employee’s drivers license been copied for our files? |
| Have references been contacted? | Has the Policies & Procedures form been signed? |
| Has the Employment Contract been signed? | Has the Employment Agreement been signed? |