

Primavera has been providing the highest quality online education since 2001. It is our philosophy to provide EVERY high School student an accredited, structured, and personalized education in a virtual environment. Members of the Primavera faculty are committed to student success through our rigorous and relevant curriculum, supportive staff, and interactive technology.

In order to personalize the education of our students in the virtual environment, Primavera is seeking candidates who will motivate students through their passion and enthusiasm for teaching. An ideal candidate will have effective verbal and written communication, organizational skills, technological literacy, and a strong drive to succeed.

EMPLOYMENT APPLICATION PROCESS:

Qualified applicants must possess the following:

1. Valid AZ fingerprint card
2. Valid AZ certification
3. Evidence of meeting AZ Structured English Immersion (SEI) requirements
4. Detailed transcripts from accredited school
5. Adjunct faculty must have a well functioning Windows-based PC with XP as a minimum operating system Or Apple MAC with an Intel Platform 10.6.4 or higher
 - a. A minimum of 2 GB RAM for PCs or 1 GB for MACs
 - b. High speed internet with a hard-wired connection

In order for you to be considered for a certified position with Primavera Online Schools, the following components must be submitted as a complete application packet to jobs@primaveratech.org:

1. APPLICATION:

- ◆ Complete all sections. (Do not indicate “see resume”)
- ◆ Be specific as to the secondary subject(s) for which you are highly qualified to teach.
- ◆ Be specific when listing the type(s) of Arizona certificates you currently possess

2. RESUME

3. COPY OF CURRENT AZ CERTIFICATION

4. COPY OF CURRENT FINGERPRINT CARD

5. COPY OF ALL TRANSCRIPTS

- ◆ Upon employment official transcripts must be submitted

6. VERIFICATION THAT STRUCTURED ENGLISH IMMERSION STATE REQUIREMENT IS FULFILLED

7. 2 LETTERS OF RECOMMENDATION

- ◆ Current or recent supervisors are preferred and from the field of Education

Date:

APPLICATION FOR CERTIFIED PERSONNEL

Name: Email:

Home Phone #: Cell Phone #:

- Applying for: Full-time (in Chandler office) High School Available Now (within 30 days)
 Adjunct Middle School Available July (for 2012-2013 school year)
 Half Time (in Chandler office)

PREFERRED COURSES

<input type="checkbox"/> Secondary Science <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> General Science <input type="checkbox"/> Physics <input type="checkbox"/> Secondary Social Studies <input type="checkbox"/> History <input type="checkbox"/> Political Science <input type="checkbox"/> Economics <input type="checkbox"/> Geography <input type="checkbox"/> Middle Level _____ <input type="checkbox"/> Elementary (K-8) _____	<input type="checkbox"/> Secondary English <input type="checkbox"/> Secondary Math <input type="checkbox"/> Special Education-Cross Categorical <input type="checkbox"/> Electives <input type="checkbox"/> Personal Development <input type="checkbox"/> Business <input type="checkbox"/> Career & Technical Education <input type="checkbox"/> Social Sciences <input type="checkbox"/> Fine Arts <input type="checkbox"/> Health/Physical Education <input type="checkbox"/> Foreign Language <input type="checkbox"/> Other <input type="checkbox"/> Administration <input type="checkbox"/> Guidance Counselor
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List areas in which you are Highly Qualified

Subject	Semester Hours	Date Passed AEPA

Indicate why you want to teach/work in our online environment?

Primavera

Driver's License: State _____ # _____

Present address: _____
Street City/State Zip Code

How long at above address: _____ (if less than one year, write previous address below):

_____ Street City/State Zip Code

How long have you lived in Arizona? _____

What languages, other than English, do you speak? _____ Write? _____

From what source were you referred to Primavera Online Schools? _____

Do you have a fingerprint clearance card from the Department of Public Safety? Yes _____ Date Issued _____

No _____ Date applied _____

Do you meet the Arizona SEI requirements? Provisional (part1) _____ Full (part 2) _____ Neither _____

Have you ever worked for Primavera Online Schools? Yes _____ No _____

If yes, when? _____ Position: _____

Do you currently teach for a school that offers an online component? Yes _____ No _____

If yes, where? _____

Explain your previous experiences as an online teacher or as an online student:



EMPLOYMENT EXPERIENCE

List all employment including U.S. Armed Forces in chronological order with present employer first. **Account for any gaps in employment.** Attach additional page(s) if necessary. **Do not indicate "See Resume."**

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time	Address:	
To: Mo. Yr.	Part-Time		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor	Salary:	Reason for Leaving:	
May we contact your current employer?	<input type="checkbox"/> Yes (CHOOSING "YES" INDICATES YOUR PERMISSION TO CONTACT YOUR CURRENT EMPLOYER TO DISCUSS YOUR CURRENT EMPLOYMENT, WORK HISTORY AND PERFORMANCE) <input type="checkbox"/> No		

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time	Address:	
To: Mo. Yr.	Part-Time		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor	Salary:	Reason for Leaving:	

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time	Address:	
To: Mo. Yr.	Part-Time		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor	Salary:	Reason for Leaving:	

Position Held	No. of Years	Employer:	
From: Mo. Yr.	Full-Time	Address:	
To: Mo. Yr.	Part-Time		
Name of Principal/Supervisor		Phone:	
Phone # of Supervisor	Salary:	Reason for Leaving:	

Please complete the following if you were a student teacher within the last two (2) years.

School and District _____ Phone No. _____

Subject/Grade Taught _____ Cooperating Teacher _____



EDUCATIONAL PREPARATION

College/University	City/State	GPA	Please indicate date earned		
			Bachelors	Masters	Doctorate

How many semester hours of graduate credit beyond your highest degree? _____

Are you currently working towards a degree? Yes ____ No ____ please specify: _____

What Arizona or any other state teaching certificates do you hold?

Certificate	Date Issued	Date of Expiration

Have you ever been dismissed from a position? Yes _____ No _____

If yes, please explain _____

Have you ever been asked to resign from a position? Yes _____ No _____

If yes, please explain _____

Have you ever resigned rather than face disciplinary action and/or non-renewal? Yes _____ No _____

PROFESSIONAL REFERENCES

Give names and contact information of four former managers/supervisors or other professional references that are familiar with your job history and work habits. If applying during summer months, please list personal phone numbers for all references.

(Do not use relatives or friends as references.)

NAME	Years Known	Title / Position	Primary Phone (home, work, cell)	Secondary Phone (home, work, cell)	Email Address



CONVICTION REPORT

Because of Primavera’s dedication to its students and community, the following information is needed from all applicants and employees regarding convictions. * A record on conviction does not necessarily prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions that occur subsequent to the time they initially completed this form.

1. _____
Last First Middle

2. _____
Former Names

3. Social Security Number: _____

4. Have you ever been convicted of an offense other than a minor traffic violation(s)? Yes _____ No _____

5. Have you ever been convicted of a sex or drug related offense? Yes _____ No _____

6. Have you ever been convicted of a DUI? Yes _____ No _____

7. Have you ever been convicted of a felony? Yes _____ No _____

8. Have you ever been convicted of a dangerous crime against children as defined in A.R.S. 13.604.01?*** Yes _____ No _____

***CONVICTION** means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether or not appeal is pending or could be taken.

***A.R.S. § 13-3716 (A) requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

All employees of Primavera Online High School and/or Middle School are required to have a valid fingerprint clearance card that is issued pursuant to title 41, chapter 12, Article 3.1. Primavera will not employ a teacher whose certificate has been revoked for a violation of section 15-507 or 15-550 or for any offense that placed a pupil in danger. All other personnel shall be fingerprint checked pursuant to section 15-512. A person who is employed by a charter School or who is an applicant for employment with a charter School , who is arrested for or charged with a non-appealable offense listed in section 41-1758.03, subsection B or C and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the charter School or immediately excluded from potential employment with the charter School .

I certify that all statements made in this application are true and I agree and understand that any deliberate misstatement or omission of material facts will cause forfeiture on my part of all eligibility to any employment with Primavera Online High School and/or Middle School. I authorize Primavera to independently verify all information I have given on this application, to include verification of educational background and employment records. I understand that the Human Resources Department will conduct a comprehensive background check on me, and my employment with Primavera is contingent upon a satisfactory report as noted above. This investigation may include asking my current and any former employer about my education, training, experience, job performance, professional conduct and evaluations, as well as confirming my dates of employment, position(s) held, reason(s) for leaving, whether I would be eligible for rehire, reasons for not rehiring (if applicable) and similar information. I understand that if I refuse to cooperate, refuse to be fingerprinted, am found to have falsified or omitted information on this form, or any document during the application process, or am discovered during the background process to be unfit to work with children or not of the quality Primavera desires to employ, I may not continue as an employee (candidate) of Primavera.

Employee Signature _____ Date _____