



FACULTY APPLICATION

Lead Teacher, Teacher, Teacher's Aide

Thank you for your interest in Muhammad University of Islam, New York City. To assist us in reviewing your application, please complete all sections of the application form.

EMPLOYMENT PREFERENCE

Full-time Part-time Date Available for Employment: _____

Position Applying for: _____

PERSONAL INFORMATION

Legal Name: First _____ Last Name _____

Preferred Name: _____

Registered Believer: _____ Yes _____ No If yes, Mosque # _____ City _____

Residential Address: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Phone Number: Home: _____ Cell: _____

Email Address: _____

Are you legally entitled to work in New York State? Yes No

Are you currently on contract with a Local School District? Yes No

If yes, may we contact your current employer for references? Yes No

Name of school district _____

EDUCATION

INSTITUTION	MAJOR	MINOR	DEGREE	GRADUATION (Month/Year)

Teacher Training Route: Elementary Secondary Special Education

Other _____

PREVIOUS APPLICATION

Have you previously applied to Muhammad University of Islam, New York City? Yes No

PREVIOUS EMPLOYMENT

Have you had previously volunteered with MUI NYC? Yes No (go to next section)

If yes, when and under what name? _____

Year(s) of previously volunteered: _____

Separation date: _____

Reason for Separation: _____

CERTIFICATION (complete only if applicable)

If you **hold** a Teaching Certification, complete the following section:

Permanent Professional Certification # _____

Interim Professional Certification # _____ Expiration Date: _____

Other (provide details) _____

If you **do not hold** a Teaching Certification, complete the following section:

- I have not applied to New York State Board of Education for teaching certification.
- I have applied to New York State Board of Education for teaching certification.
- I have received notification from the New York State Board of Education that I will be granted a _____ certification.
- I currently hold a teaching certification from the following State of _____

PREVIOUS TEACHING EXPERIENCE

1. If you have teaching experience *other than as* part of a MUI NYC, please complete the following section starting with your most recent experience. Please also include a resume with your application.

FROM		TO		NAME and LOCATION	SUBJECTS AND GRADE TAUGHT <i>(indicate if special program)</i>
Month	Year	Month	Year		

2. Indicate the number of years teaching experience in each category below. Then add the total number of years in the last column. (See examples). If you do not have teaching experience, go the next section.

Special Needs (e.g., 2 years)	Grades K-3 (e.g., 1 years)	Grades 4-6 (e.g., 4 years)	Grades 7-9 (e.g., 8 years)	Grades 10-12 (e.g., 0 years)	Total Years Teaching (e.g., 15 years)

3. If you have **less than one full year** of teaching experience, complete the following information regarding your student teaching practicum experience(s): (complete only if applicable to you)

NAME AND ADDRESS OF SCHOOL	INSTRUCTIONAL ASSIGNMENT	SEMESTER/YEAR <i>(e.g., Spring/2014)</i>

4. **Work Experience:** Please list your employment history beginning with the most recent.

FROM		TO		Employer	Position and Duties
Month	Year	Month	Year		

5. **Other Relevant Experiences:** Do you have any experience working with children? If so, in what capacity? Please describe:

LANGUAGE PROFICIENCY

Please indicate level of proficiency. (see Descriptors of Language Proficiency) if no language proficiency mark *NA*.

			OTHER LANGUAGE(S) <i>(Please specify)</i>	
	ENGLISH	FRENCH		
Read only				
Read and Write				
Read, Write and Speak				
Proficient in all above				

ADDITIONAL INFORMATION

Please provide additional information or special circumstances which might be important in the consideration of your application to volunteer with Muhammad University of Islam, New York City.

REFERENCES

Please provide two (2) references. Complete all sections below.

1. Name: _____ Position: _____

Phone: _____ Relationship to Applicant: _____

Organization: _____

Email: _____

2. Name: _____ Position: _____

Phone: _____ Relationship to Applicant: _____

Organization: _____

Email: _____

DECLARATION OF APPLICANT

As indicated by my signature below, I declare the following:

- The information given in this application is correct, without material omissions of any kind. I understand that failure to accurately and fully complete my application in its entirety may disqualify me from consideration for volunteer assignment or may be cause for dismissal if information provided is found to be untrue or misleading.
- I freely and voluntarily consent to having my application reviewed by participants involved in determining my suitability, eligibility, or qualifications for volunteer assignment with Muhammad University of Islam, New York City.
- I give Muhammad University of Islam, New York City permission to contact my listed references for the purpose of obtaining volunteer opportunity related reference information including employment history, work performance and attendance records.
- I authorize these people to disclose this information, and this constitutes my consent to this release, including my consent pursuant to the *Freedom of Information and Protection of Privacy Act*.
- I understand that confidential reference reports provided to Muhammad University of Islam, New York City in connection with my application for volunteer assignment will not be made available to me.

LAST NAME	FIRST NAME	DATE
SIGNATURE		

MANDATORY RECORDS CHECK AND DISCLOSURE

Muhammad University of Islam, New York City is committed to providing a safe environment for students and staff. If you wish your application for volunteer assignment to be considered, you are required to answer the three questions below under APPLICANT DISCLOSURE. Before doing so, carefully read the following information.

- Effective September 1, 2018 all volunteers recruited by Muhammad University of Islam, New York City are required to submit a criminal background check which includes information relevant to working with the vulnerable sector, as applicable. The nature of any charges, convictions, or investigations revealed in a criminal background check, and the date at that time, will be considered relative to the date of recruitment and the position responsibilities.
- Instructions for obtaining a criminal background check will be provided at the time of recruitment or offer of volunteer assignment.
- If the information revealed by the criminal background check indicates that a recruited volunteer is unsuitable for a volunteer assignment with Muhammad University of Islam, New York City, an offer for volunteer assignment will be rescinded or will immediately be terminated by mutual agreement.

APPLICANT DISCLOSURE (Details must be provided for a “Yes” response.) Circle One.

Have you ever been convicted of any felony or misdemeanor classified as an offense against a person or family, public indecency, or a violation involving a state or federally controlled substance?	YES	NO
Have you ever been convicted of child abuse and/or maltreatment of children?	YES	NO
Have you ever been convicted of sexual abuse or molestation of children?	YES	NO

Provide details for a “Yes” response including dates, disposition, and any other pertinent information here:

(**Note:** YES, to any one of the above questions will not automatically exclude you from further consideration for volunteer assignment. The requirements of the position and related circumstances will be considered.)

DECLARATION

As indicated by my signature below, I declare the following:

The information provided above is correct and true. I understand that if the information provided is found to be untrue or misleading, I may be disqualified from volunteer assignment. I understand that any confidential reference reports relating to my volunteer assignment with Muhammad University of Islam, New York City may not be made available to me.

NAME: _____
(PLEASE PRINT)

SIGNATURE: _____ DATE: _____

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