



APPLICANT'S NAME: _____

Applying for: _____

Monica Parchia Price, President & CEO
Mr. Alfred E. Parchia, M.B.A., Principal

EARLY VIEW ACADEMY OF EXCELLENCE

NEW HIRE APPLICATION CHECKLIST *(updated 6/2024)*

_____ **COVER LETTER AND RESUME** (All Applicants Pre-Hire)

_____ **TWO (2) LETTERS OF RECOMMENDATION**
(FROM PREVIOUS EMPLOYERS PREFERRED) (All Applicants Pre-Hire)

_____ **PICTURE ID (DL OR PASSPORT)** (All Applicants after hire)

_____ **BACKGROUND CHECK (UPON HIRE)** (All Applicants after hire)

_____ **SOCIAL SECURITY CARD (UPON HIRE)** (All Applicants after hire)

_____ **HIGH SCHOOL DIPLOMA/HIGH SCHOOL TRANSCRIPT** (Non-Lead Teacher/Non-Administrative Applicants Pre-hire)

_____ **UNOFFICIAL UNDERGRADUATE TRANSCRIPTS** (Lead Teacher Applicants Pre-Hire)

_____ **OFFICIAL UNDERGRADUATE TRANSCRIPTS** (Lead Teacher Applicants after hire)

_____ **LICENSES AND/OR CERTIFICATION** (Lead Teacher Applicants Pre-Hire)

_____ **APPLICANT INFORMATION RELEASE** (Completed after interview)

_____ **APPLICATION FOR HIRE COMPLETED**

*Application Process is considered **INCOMPLETE** without all the above attachments relative to the position applied for. Applicant will not be considered for interview until the Pre-Hire information is submitted.*

INTERVIEW DATE: _____ **Approved:** _____
Principal's Signature *Date*

2ND INTERVIEW DATE (If applicable): _____ **Approved:** _____
Board Representative's Signature *Date*