

# WINSTON COUNTY BOARD OF EDUCATION

## *INFORMATION FOR MAKING APPLICATION FOR A TEACHING POSITION*

Your expressed interest in employment in the Winston County School System is appreciated. The following information is given to explain the procedure for making application for a teaching position.

1. An application form is sent to any person who requests it regardless of the vacancies that might exist or the number of applications that may be on file.
2. Please complete the enclosed application form and return it to the Personnel Office. The application should be filled out completely. ***Application forms may not be reviewed for employment purposes until all requested data is on file.***
3. Letters of recommendation from your most recent employers and others knowledgeable of you and your skills should be sent to the Personnel Office. A minimum of three references is required.
4. It is required that your college or university forward a copy of your transcript to this office.
5. Copies of your National Teacher Examination scores are requested, if available, with your application.
6. It is required that each teacher has or qualifies for a valid Alabama Teaching Certificate. Information regarding certification may be obtained by writing Teacher Certification, State Department of Education, 5327 Gordon Persons Building, Room 5201, 50 North Ripley Street, Montgomery, Alabama 36130-3901. **A COPY OF YOUR TEACHING CERTIFICATE MUST ACCOMPANY YOUR APPLICATION.** Recent graduates must have a letter from the University/College they attended stating they completed the program and that all forms have been sent to the ALSDE for certification.
7. All applicants must have a letter showing the applicant's highly qualified status.
8. Your application will be processed and filed according to teaching field. It will be considered when vacancies occur in the area(s) for which you qualify. Should it be necessary for you to inquire about your application, please state the approximate date that you applied and your teaching field.
9. A personal interview is required before final consideration can be given to an applicant. Candidates may call the Personnel Office and request an interview. Only applicants seriously considered for employment based on application form data and references shall be interviewed.
10. It is the policy of the Board to promote and maintain equal employment opportunity in accordance with applicable laws and regulations with regard to employment, promotion, compensation, training and other areas of employment without regard to age, sex, color, religion, physical handicap, or national origin. Candidates for positions with the Board will be selected for employment on the basis of the candidate's qualifications for the position, the candidate's ability to do the specific job and/or the job to be filled.
11. Writing Sample – As a part of the interview process, you are asked to complete a writing sample exercise in your handwriting at the Board Office. This may be done before or after the interview. When completing your writing sample, you will need to give attention to sentence structure, grammar, punctuation, word usage, etc.
12. Your application will remain active for a period of no less than 12 months from the date of submission and inactive for additional year.

*Thank you for your interest in the Winston County Schools*

TEACHER APPLICANT RECORDS RELEASE  
TO INTERVIEW COMMITTEE

I am an applicant for a teaching position in the Winston County School System. As an applicant, I understand that I may be interviewed by a committee comprised of a principal, two faculty members, and a community member, and that this committee will be privy to my application and/or portfolio records.

By signing my name to this document, I certify that I am releasing my application records for the review of this committee. Likewise, I certify that I hold a valid State of Alabama teaching certificate for the position for which I am applying. If I am a recent graduate I certify that I have included with this application a letter from my college/university that I have completed the program for the position for which I am applying.

Name / Signature \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Please indicate the school or schools in Winston County where you would like to be considered for employment:

\_\_\_\_\_ All Winston County Schools (for which I am certified/qualified)

\_\_\_\_\_ Addison Elementary (0K-06)      \_\_\_\_\_ Addison High (07-12)

\_\_\_\_\_ Double Springs Elem. (0K-04)      \_\_\_\_\_ Lynn High (08-12)

\_\_\_\_\_ Lynn Elementary (0K-07)      \_\_\_\_\_ Meek High (07-12)

\_\_\_\_\_ Meek Elementary (0K-06)      \_\_\_\_\_ Winston County High (09-12)

\_\_\_\_\_ Double Springs Middle (05-08)      \_\_\_\_\_ Winston County Tech Center

Application Form – Certified Personnel

**WINSTON COUNTY BOARD OF EDUCATION**

P.O. Box 9  
Double Springs, Alabama  
35553

Date \_\_\_\_\_

MAJOR(S) \_\_\_\_\_

\_\_\_\_\_  
Specific Position Desired  
(Ex. Elem. Ed., Secondary Math, etc.)

NAME \_\_\_\_\_ Social Security Number \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PRESENT TELEPHONE \_\_\_\_\_ PERMANENT TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Do you have a current Alabama Certificate? \_\_\_\_\_

**\*\*To apply for a teaching position you must have a current Alabama Certificate.**

\_\_\_\_\_

Type	Rank	Teacher #	Endorsement(s)	Area Certification
------	------	-----------	----------------	--------------------

When could you begin work here? \_\_\_\_\_

\_\_\_\_\_

**Space Below for Use by Department of Personnel**

Date: \_\_\_\_\_ By: \_\_\_\_\_

Assignment: \_\_\_\_\_

Type Certificate: \_\_\_\_\_ Years Experience: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

NAME OF SCHOOL AND LOCATION	Dates		Degree(s) Obtained		Major Subjects	Other Endorsements
	From	To	Name	Date		
High School						
College:						
Graduate:						
Other:						

Have you taken 6 semester hours graduate work in the last 5 years? \_\_\_\_\_

Did you receive your degree(s) from a regionally accredited college or university? \_\_\_\_\_

**STUDENT TEACHING**

Name and Address of School	Dates	Hours Credits	Grade or Subject Taught	Name of Supervising Teacher

**TEACHING EXPERIENCE** (List in chronological order)

Name and Address of School	Subjects or Grades Taught	Dates		No. of School Years	Name and Phone Number of Principal
		From Mo/Yr	To Mo/Yr		

Military Service Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_ Years of Service \_\_\_\_\_

Total Number Years of Teaching and Military Service \_\_\_\_\_

**WORK EXPERIENCE OTHER THAN TEACHING**

Name of Employer	Address	Nature of Work	Inclusive Dates	
			To	From

List professional organizations of which you are a member \_\_\_\_\_

Have you ever been convicted of a violation of any Federal, State, county, or municipal law, regulation or ordinances (Disregard events before your eighteenth birthday and minor traffic violations)

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain on a separate sheet and attach.

**REFERENCES:** List the names and complete addresses and telephone numbers of five references including previous principals, supervisors, other administrators, and/or college instructors, not related to you, who have definite knowledge of your qualifications and fitness for the position(s) for which you are applying. Principals and other supervisors are important here. Complete addresses are very important. Home addresses should also be given if your references are away from their school during the summer months.

<u>NAME</u>	<u>COMPLETE ADDRESS (Phone No. if available)</u>	<u>OFFICIAL POSITION</u>

Have you requested your college placement office to forward a copy of your placement file to this office? Y\_\_\_ N \_\_\_

If Yes, indicate the date of request \_\_\_\_\_.

Pursuant to the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, the Board will no longer request placement files on applicants: therefore, it is particularly important that you have your placement file forwarded to this office. The Board has an obligation to the students and the community it serves to employ those persons who will be the most competent in the position for which they are employed and will practice their profession according to the highest ethical standards. To achieve these objectives, the Board shall conduct investigations including verification of prior employment history and education.

By signing this form, I authorize the School District to verify all information in this application, to check references, and make additional investigations as appropriate. I hereby certify that the above statements are true and complete to the best of my knowledge and understand that failure to disclose information requested on this form or falsification of

statements and facts may be sufficient reason to disqualify me for employment or cause my dismissal. Further, I agree that, if employed, I will abide by the policies and regulations of the board.

Your application will remain in the active file for a period of not less than 12 months from date of submission. It will then be placed in the inactive file for a period of not less than 12 months unless updated.

Date: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

*The Board is an equal opportunity employer and employs without regard to age, race, religion, color, sex, handicap, or national origin.*

**PERSONAL DATA**

(Complete After Employment)

OPTIONAL

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

**(Please Complete Information Below)**

Date of last Tuberculosis Skin Test (policy GAMAB)? \_\_\_\_\_

State any physical impairment or any chronic or controlled disorder that would effectively prevent your successful completion of work assignments. \_\_\_\_\_

What type of contract do you have with your present employer? \_\_\_\_\_

Why do you wish to leave your present position? \_\_\_\_\_

How many days were you absent from work last year? \_\_\_\_\_ Primary reason: \_\_\_\_\_

If you have someone in the school district area who could help us locate you in the event we are unable to reach you at the address and telephone number listed on the front of this application, please give any pertinent information such as

Name \_\_\_\_\_ Employer \_\_\_\_\_ Telephone \_\_\_\_\_

What, if any musical instruments do you play: \_\_\_\_\_ Do you sing \_\_\_\_\_

Can you teach art? \_\_\_\_\_ Physical Education \_\_\_\_\_ Music \_\_\_\_\_

Underscore any of the following you are able to direct or coach successfully: School Newspaper, Yearbook, Orchestra, Band, Chorus, Debate, Drama, Football, Baseball, Basketball, Volleyball, Track, Wrestling, Cheerleading, Flag Corps, Gymnastics, Playground Activities.

Do you wish to coach interscholastic activities \_\_\_\_\_ List sports in order of preference \_\_\_\_\_

List sports played and indicate High School, Jr. College, Senior College: \_\_\_\_\_

Present Salary? \_\_\_\_\_ Expected Salary? \_\_\_\_\_

When can you come for an interview? \_\_\_\_\_

Give name, address and telephone number of person other than spouse who will always know your address:

\_\_\_\_\_

List college activities, honors received before or since graduation, professional recognition, articles for publication, community activities, etc. \_\_\_\_\_

\_\_\_\_\_