

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 are 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. Request that your college or university forward a copy of your current placement file and a copy of your transcript this office.
5. Copies of your National Teacher Examination scores are requested, if available, with your application.
6. Each teacher must have or qualify 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, IF AVAILABLE, SHOULD ACCOMPANY YOUR APPLICATION**
7. 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.
8. A personal interview is required before final consideration can be given to an applicant. Interviews for fall placement normally begin in April or May and continue throughout the summer. 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.
9. 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.
10. 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.
11. 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.

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)

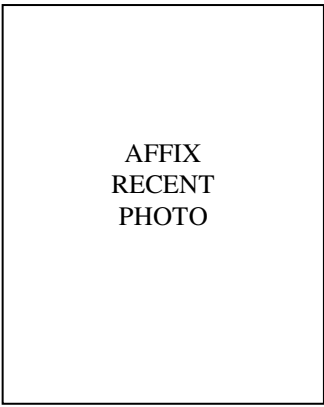
_____ Addison Elementary (0K-06) _____ Addison High (07-12)

_____ 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



AFFIX
RECENT
PHOTO

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 _____

Do you have a current Alabama Certificate? _____

| Type | Rank | 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.

| NAME | COMPLETE ADDRESS (Phone No. if available) | OFFICIAL POSITION |
|------|---|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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. _____