

Application Procedure for Certified Teaching Positions

1. Complete the Application for Employment.
Incomplete application packets will not be accepted
2. Read and sign the Applicant Disclosure and Authority for Release of Information contained in this packet.
3. Include the following attachments with the application:
 - a. A copy of your valid **Alabama Teaching Certificate** (or, if you have not received it, a letter from your college or university stating that all requirements have been met and application has been made).
 - b. A copy of your college **transcript** showing all college credits.
 - c. Proof of Highly Qualified Teacher status:
 - Copy of letter from Alabama State Department of Education verifying status OR
 - Copy of PRAXIS II score report verifying passing score on required test(s)
 - d. A current **resume** containing:
 - i. Name, address, and phone number
 - ii. Education
 - iii. Employment History
 - iv. Honors/Awards
 - v. 3 references (include name, address, and phone number)
4. Submit the entire application packet, with all required forms and attachments to:
**Personnel Department
Calhoun County Board of Education
PO Box 2084,
Anniston, AL 36202**
5. Regularly check for job vacancy postings. All vacancies are posted at
 1. The Calhoun County Board of Education office
 2. All Calhoun County School facilities
 3. www.calhoun.k12.al.us
6. **Submit a letter of interest and resume to the local school principal where vacancies occur.**
7. All complete applications will remain on file and active for one year from the date of application.

*** It is the applicant's responsibility to submit a letter of interest and resume to the local school principal/supervisor with a posted vacancy.**

Calhoun County Schools
P.O. Box 2084 Anniston, AL 36202
(256)741-7400
www.calhoun.k12.al.us

The Calhoun County Board of Education is an equal opportunity employer. The Board recognizes that an effective educational program depends, to a large extent, on the quality of the personnel employed in the school system. Therefore, the Board makes every effort to employ the most qualified personnel available based on job-related qualifications and professional merit. No person shall be denied employment or advancement, or otherwise subjected to unlawful discrimination, on the basis of race, color, national origin, religion, age, gender, marital status, disability or any other status protected by applicable law.

Those applicants needing reasonable accommodations to the application / interview process should notify the Board's Personnel Department for assistance.

Position applied for: _____ Date of application: ____/____/____

Name: _____ Social Security #: ____ - ____ - ____
Last First Middle

Current Address: _____
Street City State Zip Code

Telephone #: (____) _____ Other # (mobile, beeper, etc.): (____) _____

Are you legally eligible for employment in the United States? [] Yes [] No (If hired, you may be required to provide documentation.)

Certification:

Do you hold a valid Alabama Teaching Certificate? [] Yes [] No Valid Period _____ to _____

Certificate Type _____ (EEC, ELEM, ECSPE, CSPE, ELEM-SEC, MI, SEC, SPE)

Certificate Class/Rank : _____ B Bachelor's Degree Level
_____ A Master's Degree Level
_____ AA Sixth Year Program Level and Above
_____ DO Ph.D or Ed.D

Endorsements: _____, _____, _____

Optional statistical data: Your completion of the information below is entirely voluntary. Your application will be considered in the same manner whether this information is completed or not. This data will not become part of your personnel file and will be used solely for recordkeeping and equal employment opportunity purposes in accordance with applicable law. Date _____

Name _____ Job Applied For _____ Date of Birth _____
GENDER: Male _____ Female _____ RACE: White, Non-Hispanic _____ Black, Non-Hispanic _____
Hispanic _____ Asian/Pacific Islander _____ American/Alaskan Native _____ Other _____

7. All *complete* applications will remain on file and active for one year from the date of application.

*** It is the applicant's responsibility to submit a letter of interest and resume to the local school principal/supervisor with a posted vacancy.**

Teaching Experience

A. Student Teaching Experience: (Supervised Internship)

Dates From To		Name of School	Address	Supervisor/ Principal	Telephone	Grades/ Subject
					()	

B. Teaching Under Contract: Begin with most recent and list ALL experiences in chronological order. If more space is needed attach additional sheets.

Dates From To		Name of School	Address	Supervisor/ Principal	Telephone	Grades/ Subject

Non-Teaching Work Experience: (Include Substitute Teaching)

Dates From To		Name of Organization	Address	Supervisor	Telephone	Job Title

Do not write in this space. Attach additional pages if needed

Applicant Disclosure and Authority for Release of Information

1. For screening and reference purposes, have you worked or attended school under, or otherwise used, a former name? Yes. No. If yes, please list the former name(s): _____

2. Have you ever been convicted of, pled guilty, no contest, or *nolo contendere* to, or otherwise had a judgment rendered against you for any of the following:

Any felony? Yes. No. If yes, state details on back.

Any crime involving sexual abuse, rape, sexual assault, molestation, indecent exposure, lewd and lascivious behavior, or any other offense of a sexual nature not specifically listed?

Yes. No. If yes state details on back.

Any offense involving endangerment of a minor, removing a minor from a state, concealing a child, or any other offense involving a child or a minor? Yes. No. If yes, state details on back.

Any offense involving assault, battery, physical abuse, kidnapping, false imprisonment, abduction, or any other offense involving physical force or violence? Yes. No. If yes, state details on back.

Any offense involving obscene literature or photographs? Yes. No. If yes, state details on back.

Any drug or alcohol related offense? Yes. No. If yes, state details on back.

Note: Conviction of a crime will not automatically bar employment. Circumstances will be considered.

3. Have you ever had a professional license or certificate suspended or revoked? Yes. No. If yes, state details on back.

Please read the following statement before signing this application:

I certify that the information set forth in this employment application and any attachments or supporting documents submitted by me are true and complete to the best of my knowledge. I understand that any false statement, misrepresentation, or material omission made by me in the application or interview process will be sufficient cause for cancellation of this application or immediate termination of employment whenever it may be discovered.

I understand that, in addition to any criminal background screening conducted by the State of Alabama, the Calhoun County Board of Education screens potential applicants to evaluate qualification for employment, truthfulness in the application process, and any potential risk of harm to students.

I hereby authorize the Calhoun County Board of Education or its representatives to investigate my prior educational and employment history and to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. In addition, I authorize any such person, institution, or organization to provide the requested information to the Board or its representatives. **I also hereby release from liability the Calhoun County Board of Education and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.**

Applicant signature: _____

Date: _____

Details (Use this space to provide details relating to the Applicant Disclosure and Authority for Release of Information - additional pages may be attached if needed):

This application is *not* complete unless it is accompanied by the following:

CERTIFIED POSITIONS ONLY

- < Copy of your valid Alabama Teaching Certificate (or, if you have not received it, a letter from your college or university stating that all requirements have been met and application has been made)
- < Copy of your college transcript showing all college credits earned
- < Proof of Highly Qualified Teacher status (one of the following):
 - i. Copy of letter from Alabama State Department of Education verifying status **OR**
 - ii. Copy of PRACTIS II score report verifying passing score on required test(s)

PARAPROFESSIONALS (SPECIAL EDUCATION OR TITLE I AIDES) ONLY

- < College transcript showing a minimum of 48 semester hours of credit earned **OR**
- < WorkKeys Assessment score report indicating passing scores in Reading, Math, and Writing

ALL APPLICANTS

- < A complete resume which must include:
 - i. Name, address, and telephone number
 - ii. Education
 - iii. Employment History
 - iv. Honors/Awards
 - v. 3 References (Include name, position, address, and telephone number)

Please do not submit partial applications