

CLARKE COUNTY SCHOOLS  
P.O. BOX 936  
GROVE HILL, AL 36451  
Application Form – Teacher/Administrative

Date of Application \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

Mr. Ms. Dr. \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name  
(Give name used on Social Security Card. Use in all correspondence with this office.)

Present Address \_\_\_\_\_

\_\_\_\_\_  
Street, P.O. Box, Apt #

\_\_\_\_\_  
City State Zip Code Phone

Permanent Address \_\_\_\_\_

\_\_\_\_\_  
Street, P.O. Box, Apt #

\_\_\_\_\_  
City State Zip Code Phone

Social Security Number \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

**POSITION DESIRED**

Indicate grades/subjects/positions for which you are certified and/or desire employment

____ Early Childhood (Grades _____)	____ Counselor (Grades _____)
____ Elementary (Grades _____)	____ Media Specialist (Grades _____)
____ Secondary (Grades _____)	____ Administrator (Grades _____)
____ Special Education (Areas) _____	____ Transportation Director
____ Psychometric	____ Other _____

The Clarke County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, creed, age, gender, marital status, pregnancy, disability or any other basis prohibited by law.

**I. EDUCATIONAL AND PROFESSIONAL PREPARATION \***

(Begin with high school and list in chronological order)

Name of School	Location	Dates Attended		Degree Granted	Major
		From	To		

\*Official Transcript and resume required prior to signing contract

**II. STUDENT TEACHING**

Name of School	Supervising Teacher	Dates	Subjects/grade levels

**III. PROFESSIONAL EXPERIENCE**

Name of School	System Name	Dates		Grade/Subject	Assignment Supervisor
		From	/To		

Total Years Teaching Experience \_\_\_\_\_

**IV. CERTIFICATION**

Do you presently hold a valid Alabama teaching certificate? \_\_\_\_\_ If so give:  
Rank/Type \_\_\_\_\_ Field \_\_\_\_\_ Expiration Date \_\_\_\_\_ Endorsements \_\_\_\_\_

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If you do not hold a current Alabama teaching certificate, have you made application for a certificate? \_\_\_\_\_ Date Applied \_\_\_\_\_ Field \_\_\_\_\_

Do you currently hold or have you ever held a teaching certificate from another state? \_\_\_\_\_  
Rank/Type \_\_\_\_\_ Field \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_ Certificate Number \_\_\_\_\_

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**V. OTHER WORK EXPERIENCE –(Include Military Service)**

Employer name and complete address	Dates To/From	Phone Number	Job Title	Supervisor
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**VI. PERSONAL AND PROFESIONAL DATA**

Are you currently employed? \_\_\_\_\_

If yes, have you resigned your present position? \_\_\_\_\_

If now currently employed, why are you considering leaving your present position? \_\_\_\_\_

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If not currently employed, why did you leave your last position? \_\_\_\_\_

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List any special honors or distinctions you received in college or in an employment position.

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List any special interests or hobbies. \_\_\_\_\_

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List any activities that you are qualified and willing to direct or coach. (Drama, Yearbook, Football) \_\_\_\_\_

Have you ever (each question must be answered)

- |    |                                                                                                                                  |     |    |
|----|----------------------------------------------------------------------------------------------------------------------------------|-----|----|
| A. | Failed to have a contract renewed with a school system?                                                                          | Yes | No |
| B. | Broken a contract with a system?                                                                                                 | Yes | No |
| C. | Been dismissed from employment with a school system<br>or been asked to resign?                                                  | Yes | No |
| D. | Had a teaching certificate denied, revoked or suspended in any state?                                                            | Yes | No |
| E. | Plead guilty or been convicted of a felony or misdemeanor?<br>(A conviction record would not necessarily be a bar to employment) | Yes | No |

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS YES, YOU MUST ATTACH AN EXPLANATION.

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## VII. REFERENCES

If you are a beginning teacher you must request that your placement file be forwarded to this office.\*

\*Please include references even if you have a placement file.

### REFERENCES

List references, other than relatives, who have knowledge of your work experience and abilities.

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Name/Title/School or location

Address/City/Zip

(\_\_\_\_) \_\_\_\_\_

Phone #

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Name/Title/School or location

Address/City/Zip

(\_\_\_\_) \_\_\_\_\_

Phone #

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Name/Title/School or location

Address/City/Zip

(\_\_\_\_) \_\_\_\_\_

Phone #

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Name/Title/School or location

Address/City/Zip

(\_\_\_\_) \_\_\_\_\_

Phone #

## VIII. WRITING SAMPLE

In your own handwriting, use the space below to give any further information in support of your application. (Write at least two paragraphs.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

By filing an application for employment with the Clarke County Board of Education, I authorize full investigation of the information given in the application and consent for the representatives of the Board to contact my references, previous employers, physicians, hospitals, schools attended, court officials and law enforcement authorities. If employed, I agree to abide by all policies as set forth by the Board. I also understand that a misstatement or an omission of information requested shall be reason for non-employment or dismissal from employment and shall not be revealed to me.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Personal Data**  
(To be completed after employment)

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Race \_\_\_\_\_

Sex \_\_\_\_\_

Height \_\_\_\_\_

Weight \_\_\_\_\_

**FOR USE BY THE CLARKE COUNTY BOARD OF EDUCATION**

**Personal Interview**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_

Interviewer \_\_\_\_\_

**Remarks**

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