

## APPLICANT CHECKLIST ITEMS NEEDED TO COMPLETE APPLICATION FILE

We appreciate your interest in employment with the Albertville City School System. All teaching vacancies are advertised in each school, posted at the Board of Education Office and on the Albertville City Schools website. [www.albertk12.org](http://www.albertk12.org) When you have completed your application, return it to the Office of the Superintendent, 107 West Main Street, Albertville, Alabama 35950. All applicants **MUST** have the following items in their file prior to consideration for employment.

- \_\_\_\_\_ 1. Application
- \_\_\_\_\_ 2. Professional Alabama Teaching Certificate (**or letter stating a certificate has been applied for from your University**)
- \_\_\_\_\_ 3. Highly Qualified Letter
- \_\_\_\_\_ 4. Copy of current TB Test Results (within last year)
- \_\_\_\_\_ 5. Verification of background check **or signed authorization to allow us to check with the SDE (included with this application packet)**
- \_\_\_\_\_ 6. Three letters of reference.
- \_\_\_\_\_ 7. Documentation of completion of Lee vs. Macon, (if you have completed it.)

### ADMINISTRATIVE PROCEDURES REGARDING INITIAL EMPLOYMENT

1. You are welcome to take a resume' to the principal ***after*** your complete application has been received at the Central Office.
2. Employment and personal references will be checked on all individuals prior to an employment recommendation.
3. When a position becomes available, the Principal and/or Supervisor will review the files of all applicants possessing the required certification(s). Applicants will be selected to become candidates for a position based on their degree, certification, related education experience and the results of reference checks. The Principal and/or Supervisor will interview the selected candidates.
4. The Principal/Supervisor will recommend a candidate to the Superintendent who will make the final decision before making a recommendation to the Board of Education for employment.

**NOTE:** All application materials will be placed on active status for one (1) year. Applicants **MUST** update their file by May 1<sup>st</sup> of each year. If applicant fails to update file, their application packet will be destroyed.

It is the policy of the Albertville City School System that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age or ethnic background. For information regarding the compliance of this statement you may contact Cynthia Green, Coordinator Title IX, Dr. John Slivka, Coordinator 504 or Mrs. Joyce Bishop, Director Title II at 107 West Main Street, Albertville, Al 35950. Phone (256) 891-1183.