



CERTIFIED EMPLOYMENT APPLICATION

ALBERTVILLE CITY SCHOOL SYSTEM

107 West Main St.
Albertville, AL 35950

www.albertk12.org

Phone: 256-891-1183
Fax: 256-891-6303

Applicant Note: This application form is intended for use in evaluating your qualifications for employment. Please answer all questions completely and accurately. False or misleading statements on this form or during an interview will result in the termination of the application process or if discovered after employment, will be grounds for termination of employment.

Name: _____
Last First Middle/Maiden

Social Security Number: _____ E-Mail Address: _____

Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Are you currently under contract? Yes No If yes, until what date? _____

Have you had a background check by the Alabama Department of Education? Yes No

Are you considered Highly Qualified by the Alabama Department of Education? Yes No
If yes, attach a copy of the letter from the Alabama Dept of Education.

Have you ever had a teaching certificate or other professional certificate revoked? Yes No

Have you ever been discharged from any position? Yes No If yes, When and where? _____

Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation? Yes No

POSITION DESIRED

___ Pre-K/Kindergarten Teacher Are you certified in Early Childhood P-3? Yes No

___ Elementary Teacher Are you certified in Elementary Education? Yes No

___ Middle School Teacher Area(s) of endorsement: ___ Math ___ Science ___ English ___ Social Science
___ P.E. ___ ESL ___ Music ___ Other _____

___ High School Teacher Area(s) of endorsement: ___ Math ___ Science ___ English ___ Social Science
___ P.E. ___ ESL ___ Music ___ Other _____

___ Administrator

Central Office Use Only
Date Received

VOLUNTARY INFORMATION (The federal government requests the following information to be collected for statistical reporting as part of the school's affirmative action program. ALL RESPONSES ARE VOLUNTARY. Refusal to answer will not result in adverse treatment of any applicant. This information is not used in the selection process nor released in a manner which identifies the individual.)

Gender: Male Female

Date of Birth: _____

Ethnic Background: _____

EDUCATION

Name of High School _____		Diploma <input type="checkbox"/>	GED <input type="checkbox"/>
College/University	Area of Study	Degree	Year of Graduation

WORK EXPERIENCE

(List below the last four employers, starting with the last one first)

Date Month and Year	Name and Address of Employer	Type of work	Number of Years	Reason for Leaving

May we contact your current employer? Yes No

REFERENCES

These should be persons qualified to answer questions concerning your qualifications for the position you seek. Include Superintendents and Principals under whom you have taught, or Professors with whom you have studied. **DO NOT** include those related to you.

Name	Position	Phone Number

ADDITIONAL REMARKS: Please include, on resume' or additional sheet, any other relevant information about yourself which you feel the Principal, Superintendent and Board of Education would benefit from knowing and which may enhance your opportunities for employment.

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 II, Dr. John Slivka, Coordinator 504, Mrs. Joyce Bishop, Director Title IX at 107 West Main Street, Albertville, AL 35950. Phone (256) 891-1183

Signature of Applicant

Date

Applications will be kept on file for a year. If you wish your application to continue to stay on file, please send an updated resume' to the Central Office by May 15th of the following year.



ALBERTVILLE CITY SCHOOLS

107 West Main Street · Albertville, Alabama 35950 · 256-891-1183

www.albertk12.org

Frederic E. Ayer, Ed.D, Superintendent

Please release any background information you have for:

Social Security Number : _____ - _____ - _____

to Albertville City Schools.

Printed Name

Date

Signature

Please send results to Angie Croft: acroft@albertk12.org

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 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 1st of each year. If applicant fails to update file, their application packet will be destroyed.

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