

# This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

## NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  Done.

For more information on E-Verify, please contact DHS at:

**1-888-464-4218**



E-VERIFY IS A SERVICE OF DHS AND SSA

# Este Empleador Participa en E-Verify



Este empleador le proporcionará a la Administración del Seguro Social (SSA), y si es necesario, al Departamento de Seguridad Nacional (DHS), información obtenida del Formulario I-9 correspondiente a cada empleado recién contratado con el propósito de confirmar la autorización de trabajo.

**IMPORTANTE:** En dado caso que el gobierno no pueda confirmar si está usted autorizado para trabajar, este empleador está obligado a proporcionarle las instrucciones por escrito y darle la oportunidad a que se ponga en contacto con la oficina del SSA y, o el DHS antes de tomar una determinación adversa en contra suya, inclusive despedido.

Los empleadores no pueden utilizar E-Verify con el propósito de realizar una preselección de aspirantes a empleo o para hacer nuevas verificaciones de los empleados actuales, y no deben

restringir o influenciar la selección de los documentos que sean presentados para ser utilizados en el Formulario I-9.

## AVISO:

**La Ley Federal le exige a todos los empleadores que verifiquen la identidad y elegibilidad de empleo de toda persona contratada para trabajar en los Estados Unidos.**

A fin de poder determinar si la documentación del Formulario I-9 es válida o no, este empleador utiliza la herramienta de selección fotográfica de E-Verify para comparar la fotografía que aparece en algunas de las tarjetas de residente y autorizaciones de empleo, con las fotografías oficiales del Servicio de Inmigración y Ciudadanía de los Estados Unidos (USCIS).

Si usted cree que su empleador ha violado sus responsabilidades bajo este programa, o ha discriminado en contra suya durante el proceso de verificación debido a su lugar de origen o condición de ciudadanía, favor ponerse en contacto con la Oficina de Asesoría Especial llamando al 1-800-255-7688 (TDD: 1-800-237-2515).

**Employment Verification.**  **Done.**

Para mayor información sobre E-Verify, favor ponerse en contacto con la oficina del DHS llamando al:

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## 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. Completed Application
- \_\_\_\_\_ 2. Copy of your Professional Alabama Teaching Certificate (or letter stating a certificate has been applied for from your University)
- \_\_\_\_\_ 3. Copy of current TB Test Results (within last year)
- \_\_\_\_\_ 4. Three letters of reference.
- \_\_\_\_\_ 5. Complete Out of State Verification of Experience Form if you have taught school in another state

#### **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) school year. Applicants **MUST** update their file by June 1st 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 Tim Tidmore, Coordinator Title IX, and 504 or Mrs. Joyce Bishop, Director Title II at 107 West Main Street, Albertville, AL 35950. Phone (256) 891-1183.



# CERTIFIED EMPLOYMENT APPLICATION

## ALBERTVILLE CITY SCHOOL SYSTEM

107 West Main St.  
Albertville, AL 35950

[www.albertk12.org](http://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 \_\_\_\_\_

### EDUCATION

Name of High School \_\_\_\_\_ Diploma  GED

| College/University | Area of Study | Degree | Year of Graduation |
|--------------------|---------------|--------|--------------------|
|                    |               |        |                    |
|                    |               |        |                    |

### WORK EXPERIENCE

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

| Date<br>Month and Year | Name and Address of Employer | Type of work | Number<br>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 Tim Tidmore, Coordinator Title IX and 504, Mrs. Joyce Bishop, Director of Title II, at 107 West Main Street, Albertville, AL 35950. Phone (256) 891-1183

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Applications will be kept on file until May 31 of the following year. If you wish your application to continue to stay on file, please send an updated resume' to the Central Office by May 15<sup>th</sup> of the following year.