



**CHEROKEE COUNTY  
BOARD OF EDUCATION  
130 EAST MAIN STREET  
CENTRE, ALABAMA 35960  
TELEPHONE (256) 927-3362**

## **APPLICATION PROCEDURE FOR CERTIFIED PERSONNEL**

- 1) Complete the Certified Personnel Application for Employment Form. All information on the application should be completed accurately. Names, dates, and addresses should be given in full.
- 2) Include the following attachments with the application:
  - a) A copy of your valid **Alabama Teaching Certificate** (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(s)** showing all college credits.
  - c) A copy of your **Alabama NCLB Highly Qualified Certificate**.
  - d) A complete **resume**. Your resume must include:
    - i) Name, address, telephone number
    - ii) Education
    - iii) Employment history
    - iv) Honors/awards
    - v) 3 references (include name, position, address, telephone number)
  - e) **Authorization and Agreement for Background Check** should be signed and dated.
- 3) The Applicant Reference Form should be sent to the three references that you list in the References section on the Application for Employment. Individuals completing the reference form should fully complete the form and then mail to the Cherokee County Board of Education, 130 East Main Street, Centre, AL 35960.
- 4) Submit the entire application packet, with all required forms and attachments to:  
**Cherokee County Board of Education  
130 East Main Street  
Centre, AL 35960**  
**Attention: Employment Application Clerk**
- 5) Incomplete applications will not be accepted.
- 6) Regularly check for job vacancy postings. All vacancies are posted at:
  - a) The Cherokee County Board of Education Central Office
  - b) [www.cherokeek12.org](http://www.cherokeek12.org)
- 7) It is the applicant's responsibility to submit a letter of interest and resume to the local school principal where vacancies occur.
- 8) All complete applications are considered active for one year only. They will be reactivated by request.
- 9) The Central Office hours are from 8:00 A.M. to 4:00 P.M., Monday through Friday.
- 10) Upon employment, a copy of your valid driver's license and social security card will be required on file along with verification of previous employment.