



**CHEROKEE COUNTY
BOARD OF EDUCATION
130 EAST MAIN STREET
CENTRE, ALABAMA 35960**

CERTIFIED PERSONNEL APPLICATION FOR EMPLOYMENT FORM

Personal Data	
Name	Date of Application
Street Address or Post Office Box Number	City, State and Zip Code
Telephone Number	Social Security Number
Position Desired by Applicant <input type="checkbox"/> Regular Classroom Teacher <input type="checkbox"/> Special Education Teacher <input type="checkbox"/> Early Childhood Teacher, Grades K-3 <input type="checkbox"/> Technical Education Teacher <input type="checkbox"/> Elementary Teacher, Grades 4-6 <input type="checkbox"/> Librarian <input type="checkbox"/> Middle School Teacher, Grades 6-8 <input type="checkbox"/> Guidance Counselor <input type="checkbox"/> High School Teacher, Grades 9-12 <input type="checkbox"/> All Levels (Specify Subject Area) _____ <input type="checkbox"/> Physical Education Teacher <input type="checkbox"/> Administrative (Specify Position) _____ <input type="checkbox"/> Other (Please Specify) _____	

Certification
Do you hold a valid Alabama Teaching Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Valid Period _____ to _____
Certificate Type <input type="checkbox"/> EEC <input type="checkbox"/> ELEM <input type="checkbox"/> ECSPE <input type="checkbox"/> CSPE <input type="checkbox"/> ELEM-SEC <input type="checkbox"/> MI <input type="checkbox"/> SEC <input type="checkbox"/> SPE <input type="checkbox"/> Other _____
Certificate Class/Rank <input type="checkbox"/> B(Bachelor's Degree Level) <input type="checkbox"/> A(Master's Degree Level) <input type="checkbox"/> AA (Sixth Year Program Level and Above) <input type="checkbox"/> DO (Ph.D or Ed.D)
Endorsements

Optional Statistical Data			
Your completion of the information below is entirely voluntary. Your application will be considered in the same manner whether this information is completed or not. This data will not become part of your personnel file and will be used solely for recordkeeping and equal employment opportunity purposes in accordance with applicable law.			
Name	Date	Position Desired	Date of Birth
Race <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American/Alaskan Native <input type="checkbox"/> Other			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			

Educational and Professional Training (College Work Resulting in Degree)					
Dates Attended	Name and Location	Degree Received	Graduation Date	Major/Minor	GPA

Student Teaching					
Dates	School	City	State	Grade and Subject	Name of Supervising Teacher

Teaching Work Experience					
Dates	Name of School, City, State	Position	Grades or Subjects	Principal Name	Reason for Leaving

Total number of years of teaching experience _____

Other Work Experience (Include Military Experience)				
Dates	Name of Company	Address	Job Title	Supervisor

Professional and Leadership Activities

List membership in professional organizations and involvement in professional organizations and activities. Include special awards, offices held, etc.

Other Information

Are you legally eligible for employment in the United States? Yes No (If hired, you may be required to provide documentation.)

For screening and reference purposes, have you worked or attended school under, or otherwise used, a former name? Yes No If yes, please list the former name(s)._____

Have you ever been convicted of, pled guilty, no contest, or *nolo contendere* to, or otherwise had a judgment rendered against you for any of the following:

Any felony? Yes No If yes, state details on back.

Any crime involving sexual abuse, rape, sexual assault, molestation, indecent exposure, lewd and lascivious behavior, or any other offense of a sexual nature not specifically listed? Yes No If yes, state details on back.

Any offense involving endangerment of a minor, removing a minor from a state, concealing a child, or any other offense involving a child or a minor? Yes No If yes, state details on back.

Any offense involving assault, battery, physical abuse, kidnapping, false imprisonment, abduction, or any other offense involving physical force or violence? Yes No If yes, state details on back.

Any offense involving obscene literature or photographs? Yes No If yes, state details on back.

Any drug or alcohol related offense? Yes No If yes, state details on back

Note: Conviction of a crime will not automatically bar employment.

Have you ever had a professional license or certificate suspended or revoked? Yes No If yes, state details on back

Please include in this section any other relevant information about yourself that you feel the Principal, Superintendent, and the Board of Education would benefit from knowing and which may enhance your opportunities for employment.

References

List three individuals that are qualified to answer questions concerning your qualifications for the position you seek. Include especially superintendents or principals under whom you have taught or professors with whom you have studied. **DO NOT INCLUDE THOSE RELATED TO YOU.** Please complete the top portion of the attached reference forms and then mail these forms to the references that you list below. The completed forms should be returned to the Cherokee County Board of Education.

Name	Address	Position

Important Information

Before your application will be considered, the following items **must** be included with your complete application for employment.

1. 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.)
2. A copy of your college transcript(s) showing all college credits.
3. A copy of your Alabama NCLB Highly Qualified Certificate.
4. A complete resume. Your resume must include: name, address, telephone number; education; employment history; honors/awards; and 3 references (include name, position, address, telephone number)

Application is considered active for one year only. It will be reactivated by request.

Agreement and Authority for Release of Information

I hereby make application for a position with Cherokee County Schools and certify that the information given in this application is true and accurate to the best of my knowledge. I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation, and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies. I also understand that falsification or misrepresentation in this or any other personnel record can result in my dismissal if I am employed by Cherokee County Schools.

Signature _____ Date of Application _____

It is the policy of the Cherokee County 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, belief, national origin, ethnic group, disability, or age.