

Professional Employment Application

Randolph County School System

Human Resources
98 School Drive
Cuthbert, Georgia 39840



GENERAL INFORMATION

1. Georgia law requires all new certified personnel to undergo a criminal record check.
2. This application is required for all certified and administrative positions.
3. You must enclose transcripts from all colleges attended with this application.
4. You must enclose a copy of your most recent annual evaluation if you are an experienced teacher.
5. You must enclose a copy of your teaching certificate.
6. You must enclose three (3) letters of reference.
7. In order for us to consider your application for employment, we must have all the information requested.
8. Complete all application sections of this application, sign, and mail or deliver to the address indicated above.

Social Security Number: _____ Date: _____

Last Name: _____ First: _____ Middle: _____

Present Address: _____ ()
Street City State Zip Phone

Permanent Address: _____ ()
Street City State Zip Phone

Are you legally authorized to work in the State of Georgia and/or the United States of America? _____ Yes _____ No
If no, indicate work status: _____

SECTION I – POSITION

List in order of preference the position(s) for which you are applying.			
Position(s) Desired	Subject	Level	Department
1.			
2.			

SECTION II – CERTIFICATION INFORMATION

Do you hold a Georgia Certification? _____ Yes _____ No
If yes: Please attach a copy of your current certificate showing expiration date, field, and type.
If no: Has the application been made? _____ Yes _____ No Date applied for certificate: _____
Have you previously held a probationary (PAT) _____ or provisional (BT) _____ Georgia Certificate? _____ Yes _____ No
If yes to the above question, please attach explanation.
Do you have an out-of-state teacher's certificate? _____ Yes _____ No If yes, please attach.
If yes to the above question: _____
State Type Certificate Number Date of Issuance Validity Date

Have you successfully completed three years in any other Georgia public school system to acquire tenure under the Georgia Fair Dismissal Law?
_____ Yes _____ No If yes, complete the following:
School: _____ District: _____
City, State, Zip: _____
Dates Employed: _____

SECTION III – EDUCATION

Name of Institution and Location	Dates To and From	Degree Earned	Major	Minor

SECTION IV – STUDENT TEACHING

If you have completed student teaching within the last five years, please provide the following information.

Name of School, Address, Phone No.	Dates To and From	Grade/Subjects	No. of Weeks	Supervising Teacher

SECTION V

List all teaching and administrative school experience including teaching in accredited colleges in chronological order, beginning with your current employment. Report substitute teaching only if it was full-time. Continuous experience in one system should be reported on one line. Attach additional pages if necessary.

Name and Address of Employer (include zip)	From Month/Year	To Month/Year	Total Years	Grade/Subjects Or Position

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MILITARY SERVICE:

Branch of Service: _____ Dates: _____ Highest Rank: _____ Type of Discharge: _____

List all full-time non-teaching experience in chronological order, beginning with your current employment.

Name and Address of Employer (include zip)	From Month/Year	To Month/Year	Total Years	Grade/Subjects Or Position

In the space below, describe professional experiences that you feel have significantly contributed to your preparation for the position you seek.

SECTION VI – PROFESSIONAL INFORMATION

Are you currently under contract with another school system? _____ Yes _____ No If yes, which district? _____

Have you ever?

Yes _____ No _____

Failed to have a contract renewed with a school system?

Been dismissed from employment with a school system?

Been asked to resign?

Had a teaching credential denied, revoked, or suspended in any state?

Received an annual unsatisfactory performance evaluation from an employer?

Been placed on disciplinary probation or been suspended from any position?

Is disciplinary action currently pending anywhere against your certificate?

If the answer to any of the above is yes, you must attach an explanation on a separate page.

SECTION VII – REFERENCES

You must list the most recent principal or supervisor under whom you have worked beginning with your most recent experience. First time teachers **must** include cooperating teacher, college supervisor, and/or major professors, **Do not include neighbors, friends, or relatives.**

- Name: _____ Title: _____ Phone: _____
Street: _____ City: _____ State: _____ Zip: _____
- Name: _____ Title: _____ Phone: _____
Street: _____ City: _____ State: _____ Zip: _____
- Name: _____ Title: _____ Phone: _____
Street: _____ City: _____ State: _____ Zip: _____

SECTION VIII – PERSONAL INFORMATION

Have you ever been convicted by federal, state, or other law enforcement authorities or pled no contest for violation of any federal law, state, law, county or municipal law, regulation, or ordinance? (Disregard events before you 16th birthday and minor traffic violations)

If yes, complete:

Type of Offense	Date	Name of Law Enforcement Agency	County, State, Country	Disposition (outcome)

SECTION VIII – APPLICANT'S AUTHORIZATION STATEMENT

NOTICE: The furnishing of false or misleading information or omission of any information requested shall be a reason for non-employment or immediate termination of employment.

I understand that the application, transcript, references and other data are the property of the Randolph County School System and cannot be returned. By filing application for employment with the Randolph County School System, I agree, if employed, to abide by all the policies as set forth by the Randolph County Board of Education. I authorize full investigation of the references, previous employers, schools attended, court officials and law enforcement authorities and other individuals. I understand that the Randolph County School System may investigate sources or references other than those given in this application. I acknowledge that all references given will be confidential information. I understand that nothing in this employment application, in the statements or policies of the Randolph County School System or the Randolph County Board of Education, or my communication with any system or board official is intended to create any employment contract. No promises of employment have been made to me.

Applicant's Signature: _____

Date: _____

The Randolph County School System is an Equal Opportunity Employer.

It is the policy of this system not to discriminate on the basis of race, color, sex, disability, national origin or age in its employment policies.