



# Clebune County School System

## Application for Certified Position

Position Applied For (check all that apply)		
<input type="checkbox"/> Administration	<input type="checkbox"/> Early Childhood Teacher	<input type="checkbox"/> Elementary Teacher
<input type="checkbox"/> Guidance	<input type="checkbox"/> Secondary Teacher	<input type="checkbox"/> Special Education Teacher
<input type="checkbox"/> Media Specialist	List subject area below _____	<input type="checkbox"/> K-6 Grade
		<input type="checkbox"/> 7-12 Grade

**Statement of Policy:** The Cleburne County Board of Education is an equal opportunity employer. It is the policy of the Cleburne County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity or employment.

Date of Application \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Last, First Middle (as shown on your Social Security Card)

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Have you ever been convicted of a crime--misdemeanor (other than traffic violations), a felony, or any offense involving moral turpitude?  Yes  No If yes, please explain below.

**Note:** A conviction record will not necessarily affect employment eligibility. Age and time of the offense, as well as the seriousness and nature of the violation, will be taken into consideration.

**Alabama Teacher's Certificate Information:**

Do you hold a valid Alabama Teacher's Certificate?  Yes  No Date of Issue \_\_\_\_\_

Name on Certificate if different from above \_\_\_\_\_

Teacher Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Certification \_\_\_\_\_

Education and Professional Training (List most recent first)					
Dates Attended	Educational Institution	Location	Major	Minor	Diploma/Degree

**Education Employment Record:** (List professional educational experiences, classroom and administrative, beginning with the most recent. A résumé will not substitute for this information.)

If a teaching position were unavailable, would you consider an aide's position?  Yes  No

Are you currently under contract to teach in another school system?  Yes  No

School Year	Name and Address of Previous Employer	Subject(s) Taught	Grades

**References:** Please list references that are qualified to provide information as to your education and professional experience. References must include Superintendents, Principals, Supervisors and College Professors under whom you have taught or have firsthand knowledge of your character, personality, scholarship and teaching ability. Reference forms should be mailed directly from the individual giving the reference to the address listed below.

Name	Address	Phone Number	Occupation

The following items must be on file before the application will be processed and applicant given consideration:

1. Completed application
2. Official transcript of college records
3. Alabama Teacher Certificate or certified letter from college stating candidate has completed requirements and certificate application has been filed
4. Résumé
5. Proof of Highly Qualified status
6. One page summary (in your handwriting – do not type or print) as to why you are seeking this position.

Please read and sign the following statement:

By filing an application for employment with the Cleburne County Board of Education, if employed, I agree to abide by all the policies as set forth by the Cleburne County Board of Education and give consent to the representatives of the Cleburne County Board of Education to contact references, previous employers, physicians, hospitals, schools attended, court officials and law enforcement authorities. Also, I understand that any misstatement or omission of any requested information shall be a reason for non-renewal of contract or dismissal from employment.

The applicant transcript, references and other data are the property of the Cleburne County Board of Education and will not be returned to the applicant. This application will be classified as inactive after one (1) year unless application is updated annually.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or return completed application to:  
 Cleburne County Board of Education  
 Attention: Human Resources  
 141 Davenport Drive  
 Heflin, Alabama 36264  
 Phone (256) 463-5624 Fax (256) 463-5709  
 Website: www.cleburneschools.net