

CERTIFIED EMPLOYMENT APPLICATION

Whitley County Board of Education

300 Main Street

Williamsburg, KY 40769

Phone 606-549-7000

Would you be interested in a substitute position?	
YES	NO

(Only hired in January/July as needed)

TO THE APPLICANT:

We appreciate your interest in our school system and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in considering you for a position that best meets your qualifications. Candidates will be contacted for interviewing only when a vacancy occurs, and after an initial screening of applications related to job requirements for that particular position.

Specific information is necessary to adequately evaluate an applicant's qualifications. Please complete all items. Write N/A if the item is not applicable.

Applicants for teaching positions in the Whitley County School System must file the following documents in the Superintendent's Office of the Whitley County Board of Education:

1. Completed and signed application for employment
2. An official transcript
3. Photocopy of Kentucky Teaching Certificate or Statement of Eligibility if issued

THIS APPLICATION WILL REMAIN ACTIVE FOR THE CURRENT SCHOOL YEAR ONLY. (An active file of candidates is started on September 1 of each year.) Should you desire your application to remain active for the next school year, you must notify us in writing. Throughout the year, if a job is posted for which you are qualified and interested, you must contact Human Resources to request that your application be pulled for consideration.

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES .

Please indicate here if you are applying for a substitute position only and do not wish to be considered for full time employment_____

PERSONAL DATA

Date of Application: _____

Name in full _____ Social Security # _____

Present Address _____

Phone Number (where you can be reached during the day) _____

E-mail Address _____

CERTIFICATION

Standard or Provisional	Certified to Teach Grade level or Area	List Any Endorsements	Issued by What State	Year Issued

POSITION DESIRED

Indicate Choice	Elementary K – 6	Middle 7 – 8	High School 9 – 12	Administrator/ Other
First Choice				
Second Choice				

RECORD OF EDUCATION

School	Name & Address of School	Dates Attended	Major	Minor	Degree & Date Received
High School					
Undergraduate					
Undergraduate					
Graduate					

EMPLOYMENT

TEACHING EXPERIENCE

(List in order of most recent experience)

Name of School	City, State	Grade or Subject Taught	Dates From	To	Name of Principal

SUPERVISED TEACHING

(Complete if you have less than five years of teaching experience)

Subjects or Grades Taught _____

Training School _____ City and State _____

Supervising Teacher _____

College Supervisor _____

WORK EXPERIENCE OTHER THAN TEACHING (List in order of most recent experience)

Type of Work	Employer	Address	Dates	
			From	To

What type of contract do you have with your present employer? ___ Limited ___ Tenure ___ None

Why do you wish to leave your present position? _____

CHARACTER AND FITNESS

Answer each question by circling "yes" or "no." If you answer "yes" to any questions, you must submit a full explanation using a separate sheet of paper.

1. Have you ever held, or do you currently hold a professional certificate, license, credential or other document issued to you by any jurisdiction (other than Kentucky) within the United States or abroad? Yes No

If yes, enclose a copy of the certificate with your application or provide the following:

State of Jurisdiction _____ Certificate Number _____

Type _____ Issue Date _____ Expiration Date _____

2. Have you ever had a professional certificate, license, credential, or any document issued to you for practice denied, suspended, revoked, or voluntarily surrendered? Yes No
3. Are you currently being reviewed or investigated for purposes of such action as stated in # 2 or is such action pending? Yes No
4. Have you ever been dismissed, resigned, or asked to resign/retire or discharged from a professional position or military service for immorality, incompetence, willful neglect of duty, misconduct, or presenting false information toward obtaining the position? Yes No
5. Is any such action as stated in # 4 pending? Yes No
6. Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in kentucky or any other state? Yes No
7. If you indicated "yes" to any items # 2 through # 6, has that conviction been reviewed by the Education professional Standards Board? Yes No

If yes, date of review: _____

I affirm and declare that all information given by me on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate and if employed by the school system, my contract may be voided.

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the CODE OF ETHICS applicable to school personnel, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

Signature _____ Date _____

PROFESSIONAL IMPROVEMENT AND IN-SERVICE

Use such activities as travel, workshops and summer sessions, speeches give before educational meetings, magazines articles published, etc. If you do not have teaching experience, list college activites such as SNEA, travel, or club memberships.

Year	Activity

REFERENCES

Give full name and complete address of each reference. In naming references, if you have had teaching experience, give supervisors, principals, and all superintendents who are familiar with your classroom work. You **MUST** include the full name of the instructor who supervised your student teaching course. The judgment of a non-professional person in reference is usually valuable only from the standpoint of general character.

Name	Address	City/State/Zip	Phone	Position

Have you been convicted of or pled guilty to, a crime of any nature, including traffic violations, in Kentucky or any other state, since you have reached the age of 18? YES* NO

*If your answer is yes, please explain the criminal charge(s), list the State where you were charged, when each charge was made against you, whether you were convicted by a court or jury or a guilty plea, and describe the penalties and fines imposed:

I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to obtain an investigative consumer report containing information obtained through personal interviews with my neighbor's friends and acquaintances. This report, if obtained, may include characteristics and mode of living. I understand I have the right to make a written request within a reasonable period to receive additional detailed information about the nature and scope of such investigation.

Signature

Date

The Whitley County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs or activities as set forth in Title VI, Title VII, Title IX, Section 504, Americans with Disabilities Act and Age Discrimination Act 1975. Any persons having inquiries concerning the Whitley County Schools' compliance with Title VI, Title VII, Title IX, Section 504, Americans With Disabilities and Age Discrimination Act 1975 is directed to contact the Director of Student Services, who has been designated by the Whitley County Board of Education to coordinate the system's efforts to comply with said laws. The Director of Student Services can be contacted at 300 Main Street, Williamsburg, Kentucky 40769 or at (606) 549-7000.