

Talladega County Schools
Personnel Department
P.O. Box 887
Talladega, AL 35161
Phone: (256) 315-5100 Fax: (256) 315-5152
www.tcboe.org

SUPPORT APPLICANT INSTRUCTIONS

1. A completed support application must be submitted along with the applicable requirements listed below to Talladega County Schools Personnel Department. A file will be created upon receipt of your **completed** application and placed in our active files for consideration in the areas for which you are interested. Applications are active for one year. A written request must be submitted to the Talladega County Schools Personnel Department to renew an application for an additional year.
2. A letter of interest must be submitted to Karen Culver, Ed.D., Personnel Coordinator for each position in which you are interested. The letter may be e-mailed to kculver@tcboe.org or mailed to the address above.
3. **All substitute applicants** are required to have an approved background check conducted by Fieldprint prior to being placed on the substitute listing. Background checks must be completed by both the Alabama State Bureau of Investigation (ASBI) and the Federal Bureau of Investigation (FBI). Details on how to complete the background review process can be found at <https://www.alabamaachieves.org/teacher-center/teacher-certification/>. If you have any questions about our criminal history background check process, you can contact us at (334) 694-4557 or bgr@alsde.edu. Applicants may verify receipt of their criminal history results at the ALSDE by visiting <https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>. If your results are not located or have questions about your status, please allow 10 business days from the date of fingerprint submission before making an inquiry.
4. Substitute applicants are also required to submit a \$38.00 money order and substitute license application to the state department of education. Please see final page of application for more information.

Additional Application Requirements: Applications must be complete with all information requested to be processed.

	Valid Driver License	Original Social Security Card	Copy of Diploma, Transcript, or GED	Approved Background Check Conducted by Fieldprint	College Transcript and Copy of Valid Nursing License	Work Keys Exam (copy of passing score results required) or 48 Semester hours of College Credit (transcript required)
Bus Driver	√	√		** See note below		
Clerical	√	√	√	** See note below		
Custodian	√	√		** See note below		
Food Service	√	√	√	** See note below		
Instructional Asst.	√	√	√	** See note below		√
Maintenance	√	√	√	** See note below		
Mechanic	√	√	√	** See note below		
Nurse	√	√		** See note below	√	
Substitute	√	√	√	√		

**Applicants will be notified when background check is needed.



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SUPPORT PERSONNEL APPLICATION

APPLICANT INFORMATION										
Last Name					First				M.I.	Date
Street Address							Apartment/Unit #			
City					State				ZIP	
Phone					Cell Phone					
Social Security Number					Email					
Are you a citizen of the United States?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>		NO <input type="checkbox"/>
Position applied for:					School(s) Location:					

EDUCATION										
High School					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

REFERENCES									
<i>Please list three professional references. Do not include family members.</i>									
Full Name					Relationship				
Company					Phone		()		
Address									
Full Name					Relationship				
Company					Phone		()		
Address									
Full Name					Relationship				
Company					Phone		()		
Address									

PREVIOUS EMPLOYMENT					
Company				Phone	()
Address				Supervisor	
Position					
From		To		Reason for Leaving	
Company				Phone	()
Address				Supervisor	
Position					
From		To		Reason for Leaving	
Company				Phone	()
Address				Supervisor	
Position					
From		To		Reason for Leaving	

ALL APPLICANTS: Please use the space below to write a brief summary about yourself.

Bus Driver Applicants: (including Special Education Instructional Assistants)
Complete the following:
 Name on Driver License: _____ Driver License Number: _____
 Number of Traffic Tickets received in the past five (5) years: _____
 Describe Violations: _____
 Driving Experience: _____

HAVE YOU EVER				
Been previously employed by this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Been dismissed from an employment position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Been refused continuing service status or tenure?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Been investigated for misconduct related to your employment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Been convicted, pled guilty, or pled no contest to any criminal offense other than a minor traffic violation? (examples of what should be reported include, but are not limited to: a felony, misdemeanor, DUI)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Received probation, deferred judgement, or any type of pre-trial adjudication?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Been arrested, indicted, or otherwise charged or accused of a crime regardless of whether you were convicted or whether the charges were dropped due to your participation in any type of pre-trial adjudication?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Are you currently under investigation or named in an indictment, accusation or special presentment of any offense other than a minor traffic violation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Been under investigation or charged with any violation of the Alabama Code of Ethics or any similar professional inquiry?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Been investigated based on a report of child abuse or neglect or suspected child abuse or neglect by a state agency?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Had a report of child abuse or sexual activity involving a K through 12 student or other minor filed against you with a school district, a state or federal agency, a police agency, or in a court of law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

(Failure to disclose could constitute sufficient grounds for removal of this application or termination, if employed.)

The following is OPTIONAL and will be used for statistical purposes only:

<p>Race (Check one):</p> <p> <input type="checkbox"/> (01) White <input type="checkbox"/> (04) American Indian <input type="checkbox"/> (02) Black <input type="checkbox"/> (05) Asian <input type="checkbox"/> (03) Hispanic <input type="checkbox"/> (06) Other </p> <p>Sex (Check one): <input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male D.O.B. / /</p>

No person shall be denied employment in, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religious beliefs, national origin, ethnic group or disability.
Applicants are encouraged to attach any items which will assist in the evaluation of this application.

I understand that any false statement in this application constitutes sufficient grounds for removal of this application or termination, if employed.

Signature: _____ Date: _____

Substitute Teacher Applicants please complete the following page.

Substitute Teacher Applicants (Diploma or GED Required)

Do you presently hold a valid Alabama Teacher Certificate? _____ YES _____ NO
Do you presently hold a valid Alabama Substitute Certificate? _____ YES _____ NO

Substitute License Application

In addition to the background check, substitute teacher applicants will be required to submit a substitute teacher license application along with a \$38.00 money order made payable to the State Department of Education. The license application and money order will need to be submitted to the Board of Education along with your application and all necessary documents checked above. The substitute license application can be found on our website, www.tcboe.org or through the following link:

<https://www.tcboe.org/site/handlers/filedownload.ashx?moduleinstanceid=5734&dataid=9442&FileName=AL%20Sub%20License%20Application.pdf>

Available to substitute in in the following schools:

_____ B.B. Comer Elementary	_____ Munford Elementary
_____ B.B. Comer High	_____ Munford High
_____ Childersburg Elementary	_____ Munford Middle
_____ Childersburg High	_____ Stemley Road Elementary
_____ Childersburg Middle	_____ Sycamore Elementary
_____ Drew Middle	_____ Talladega County Central High
_____ Fayetteville School	_____ Watwood Elementary
_____ Genesis Alternative Education Center	_____ Winterboro School
_____ Lincoln Elementary	
_____ Lincoln High	



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