

Revised July 7, 2020

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Certification Area(s): \_\_\_\_\_

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

**Applicants are required to provide photo identification (i.e. driver's license). Please attach below. Kentucky law does not allow us to consider your application without this.**

**DRIVER'S LICENSE  
GOES HERE**

# **Bell County School District**

## **Certified Employment Instructions and Application**

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**Tom Gambrel, SUPERINTENDENT  
211 VIRGINIA AVENUE  
PINEVILLE, KENTUCKY 40977  
Phone: 606-337-7051 Fax: 606-337-1412  
Web Site: <http://www.bell.kyschools.us>**

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For this type of employment, state law requires a national and state criminal history background check and have a letter, provided by the individual, from the cabinet for health and family services stating the employee is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the cabinet for health and family services as a condition of employment.

**SCHOOL DISTRICT REQUIRES SUBSTANCE SCREENING.**

**Thank you for your interest in the Bell County School District.**

*All applications are kept on file for a period of three (3) years.*

*The Bell County School District does not discriminate on the basis of race, color, national origin, genetic information, age, marital status, sex or disability in employment, educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups as set forth in the Title IX, Title VI or Section 504. For inquiries involving nondiscrimination policies please contact: 504/Title IX Coordinator, PO Box 340, 211 W. Virginia Avenue, Pineville, KY 40977, (606) 337-7051.*

## INSTRUCTIONS AND INFORMATION

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

Applicants for certified positions in the Bell County School District, must file the following documents in the Personnel Office of the Bell County Board of Education, 211 Virginia Avenue, Pineville, Kentucky 40977 **before** consideration will be given to the application.

1. Completed and signed application for employment.
2. Copy of a picture ID attached
3. Transcript of college work showing at least the degree of bachelor. Unofficial transcript(s) will support your application at this time.
4. Kentucky teaching certificate or letter of eligibility if issued; Certification for position
5. Three (3) letters of reference
6. Current resume
7. **All applications should be submitted to the Superintendent of the Bell County School District, Bell County Board of Education, PO Box 340, 211 Virginia Avenue, Pineville, Kentucky 40977**

After the applicant's credentials are received, he/she **may** be selected to proceed in the interview process. If so, the applicant will be notified by telephone or email.

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### **CANDIDATES EMPLOYED FOR A TEACHING POSITON MUST HAVE ON FILE THE FOLLOWING:**

- Kentucky teaching certificate or statement of eligibility valid for the subject or grade assignment. Original teaching certificate issued by the Education Professional Standards Board must be on file with the Superintendent before
- Teacher retirement certificate or application for membership in the Kentucky Teacher's Retirement System (Director of Finance-Payroll Office).
- **Certified** transcript of all college credits
- Medical examination on the form required by Kentucky Administrative Regulation performed by a designated licensed physician, physician assistant (PA), or advanced registered nurse practitioner. Medical examinations performed within a ninety (90)-day period prior to initial employment will be accepted. Pre-employment drug screening is required. **Attached is a copy of the certified drug and alcohol free school district policy.**
- T.B. skin test (may be obtained from the Bell County Health Department).
- Verification of previous teaching experience from former employers. (Form furnished by Personnel Office).
- Federal and state employee's withholding exemption certificates. U.S. law requires that, if hired, you must furnish your social security card\* and one of the following documents within 72 hours of starting work (Furnish to Finance Director-Payroll Office)
  - A card issued by Federal, State or local government showing your identity
  - Driver's license, or state issued I.D. card with photo
  - School I.D. card with photo
  - Current INS Forms with employment authorization stamp
  - U.S. passport
  - Voter's registration card
  - U.S. military card or other draft card
- \*If you do not have a social security card, you may present an original or copy of a U.S. birth certificate, or Department or State Forms FS-545 or DS-1350 or INS Forms I-327, I-571, I-197, I-179. A salary check cannot be issued until the items listed above have been completed and filed in the Superintendent's Office.
- Central Registry Check –Any person wishing to seek employment in the Bell County School System must have completed a Central Registry Check with the Cabinet for Health and Family Services for Child Abuse/Neglect. The cost for this is **\$10.00**.
- Current Criminal Record Check—Please check with Bell County Schools office staff regarding criminal record check procedures. Fingerprinting is no longer done in-house. Record checks are done by appointment only.

## BELL COUNTY SCHOOL DISTRICT

### APPLICATION FOR EMPLOYMENT

All applications shall require response concerning the relationship of the applicant to the Superintendent or a Board of Education member of Bell County School District. "Relative" shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, and daughter-in-law.

Are you a relative of the Superintendent?  YES  NO

Are you a relative of a member of the Board of Education?  YES  NO

If 'yes' to either question, list person(s) and relationship(s): \_\_\_\_\_

#### I. PERSONAL DATA

Date \_\_\_\_\_

Full Name \_\_\_\_\_

SSN: \_\_\_\_\_

Present Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Permanent Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Email Address \_\_\_\_\_

Present Employment \_\_\_\_\_

Present Position \_\_\_\_\_

Can We Contact Your Present Employer? \_\_\_\_\_

Have you ever been employed by the Bell County School District?  YES  NO If 'yes', in what capacity and when? \_\_\_\_\_

Have you ever been dismissed from a position?  YES  NO

Have you ever been asked to resign from a position?  YES  NO

Are you under contract for next year?  YES  NO If 'yes', present contract expiration date: \_\_\_\_\_

Veteran Status: \_\_\_\_\_

#### INDICATE POSITION(S) DESIRED

Teacher (Specify Content/Grade(s): \_\_\_\_\_)

Principal  Assistant Principal

Special Education Teacher (Check:  LBD  M&S  HI  VI  Other \_\_\_\_\_)

Central Office Administrator (Specify) \_\_\_\_\_

Guidance Counselor  School Psychologist  Speech-Language Pathologist

Library Media Specialist

Other \_\_\_\_\_

#### II. TEACHER GRADE LEVEL AND SUBJECT PREFERENCES

Subject (s)	Grade(s)

### III. PROFESSIONAL REFERENCES

List only those individuals who are qualified to evaluate your abilities for the position sought. Intern teachers include cooperating teacher and college supervisor in references. Experienced teachers include principal of last school where employed.

Name	Title	College, School, & School System	Address, City, State, and Zip Code, Phone No. (must be complete)

No application is given final consideration until official college transcripts and Kentucky Teacher Certification or verification of certification has been filed with the Bell County Personnel Office.

### IV. EDUCATIONAL AND PROFESSIONAL DATA

<b>High School</b>	Name of School: _____ Address: _____
<b>Undergraduate College or University</b>	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____
<b>Master or fifth year College or University</b>	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____
<b>Rank I/EDS College or University</b>	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____
<b>Doctorate College or University or Other Endorsement or Certificate</b>	Name of School: _____ Address: (City/State): _____ Degree and Program Completed: _____ Dates Attended: _____ Graduation Date: _____

### STUDENT TEACHING

*Only complete if less than three years experience*

Subject or Grades Taught:	
Training School:	
Supervising Teacher:	
Number of Semester Hours:	Grade Received in Course:

### CERTIFICATION

*(If Kentucky certification is in process, check here )*

Do you have a valid Kentucky teaching certificate? \_\_\_\_\_ Statement of eligibility? \_\_\_\_\_

Praxis Scores \_\_\_\_\_

Certificate now held (list areas of certification as listed on your teaching certificate).

Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_ State \_\_\_\_\_

Are you a National Board Certified Teacher?  YES  NO If 'yes', Certificate: \_\_\_\_\_ Date: \_\_\_\_\_

**V. TEACHING EXPERIENCE**

School Year	Years	Position	Grade/ Subject	Name and Address of School and District	Name of Principal

Total number of years teaching experience \_\_\_\_\_

Do you have tenure in another Kentucky school district?  YES  NO

If yes, name of school system \_\_\_\_\_

Why do you wish to leave your present position? \_\_\_\_\_

List number of accumulated sick days (if any) in a Kentucky School District \_\_\_\_\_.

**Upon employment, verification of these accumulated sick days and work experience must be submitted from your previous school district.**

**VI. SUPPLEMENTAL ABILITIES**

Please list specific activities, sports, or clubs that you would be interested in sponsoring.

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**VII. PHILOSOPHY OF EDUCATION**

Describe briefly, in your own handwriting, your philosophy of education. Be sure to include your feelings about grading, instructional technology, discipline/ classroom management, promotion/ retention, grouping, and educating at-risk and special needs students. **Feel free to write on the back of this application if additional space is needed.**

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**VIII.**

**CONVICTION QUESTIONS**

- 1. Have you ever been convicted of an offense against the law, other than a minor traffic violation? YES NO
  - 2. Have you ever been convicted of or pleaded guilty to a felony or misdemeanor? YES NO
  - 3. Has a State Agency in any state ever issued a determination, or finding, or cause, or reason to believe or suspect that you had engaged in any physical, psychological, or sexual abuse or neglect of a child? YES NO
- If you answered "YES" to any of the above, explain below or on an attachment, giving date and location.

**IX. PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND YOUR SIGNATURE INDICATES YOU UNDERSTAND AND AGREE TO THE TERMS DESCRIBED.**

**THERE IS IMPORTANT INFORMATION CONTAINED BELOW REGARDING OUR EMPLOYEE DRUG TESTING PROGRAM.**

- 1. You must complete all sections of this application. If you are unable to complete the information requested in the space provided, please add an attachment. You are also encouraged to submit a resume with the application. Making false statements or omitting information on the application may be grounds for dismissal.
- 2. Applicants are responsible for notifying the Bell County Public Schools for consideration for vacancies when they occur. Applications will be on file for three (3) years. You should update the application annually. If you accept a position elsewhere and wish to withdraw this application, please notify the Personnel Department.
- 3. Upon employment, the individual assumes responsibility for the accurate completion of all documents and presentation of documentation as outlined in Kentucky Regulatory Statutes and Kentucky Administrative Regulations: a valid Kentucky teacher's certificate or a Statement of eligibility valid for the subject and grades or administrative position hired, official transcript of all college credits, I-9 form to verify the legal status and work eligibility of all new hires, national and state criminal background checks, medical examination, TB skin test. Employment with Bell County Public Schools is contingent upon satisfactory completion of criminal record checks. An unsatisfactory report shall constitute cause for immediate termination. Although the existence of an arrest, charge, or conviction alone may not constitute an unsatisfactory report, the Bell County Public Schools has a compelling interest in ensuring the safety and welfare of its students. Therefore, the Bell County Public Schools is obligated by law to request criminal record information for each employee and to act in accordance with that information.
- 4. I hereby authorize representatives of the Bell County Public Schools to contact all persons and entities listed on this application and reference forms and to make all other contacts, inquiries and investigations which they deem necessary in order to verify my education, employment, and police history, including but not limited to contacting current/past employers, education institutions, and law enforcement agencies. I hereby consent to the release of any such information by third persons and I understand that the Bell County Public Schools will keep such information in a confidential file.
- 5. I hereby state that all information provided by me in connection with this application for employment is true, correct and complete. I understand that if I am employed, any misstatement or omission of fact or otherwise on this application or other material submitted in connection therewith shall be cause for immediate discharge.
- 6. I hereby release the officers, agents, employees and directors of each of my past employers from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance made to the Bell County Public Schools.

**Drug-free Alcohol-Free Schools**

- I have been provided a copy of the district Drug-Free/Alcohol-Free Schools policy (03.13251). I have read this, understand it, and agree to abide by it.**
- I acknowledge that the results of any substance abuse screening that I receive will be transmitted to the Drug Coordinator and the Superintendent.**
- I understand that, as an applicant, if I refuse to complete any part of the drug testing procedure that I can not be considered a valid candidate for employment with the Bell County School District and that I will be considered as having withdrawn my application for employment. I will not be eligible to reapply for at least a 12 month period and must show proof of successful completion of a drug rehabilitation program or proof that I am not engaging in illegal drug use.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_