

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

**Tom Gambrel, SUPERINTENDENT
PO Box 340
PINEVILLE, KENTUCKY 40977
Phone: 606-337-7051 Fax: 606-337-1412
Web Site: <http://www.bell.kyschools.us>**

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.

Revised July 7, 2020

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, 9828 US Hwy 25E, 2nd Floor, 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 Courtney Howard, Bell County School District, Bell County Board of Education, PO Box 340, 9828 US Hwy 25E, 2nd Floor, 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.

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. **The fee for drug testing is \$52.00. 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. This requires the taking of your fingerprints and a check in the amount of **\$32.00** made out to the Bell County Board of Education. One record check will be sent to the FBI and the other to the Kentucky State Police.

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
- Other _____ Library Media Specialist

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

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

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 wherewith 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:** _____

- CERTIFIED PERSONNEL - **PLEASE READ BUT DO NOT INCLUDE WITH APPLICATION**

Drug-Free/Alcohol-Free Schools

The Board of Education is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public. The Board regards its personnel as individuals as well as employees. Therefore, the Board believes that alcoholism and drug addiction are illnesses and should be treated as such. The Board of Education further believes that employees who develop alcoholism or other drug addictions can be helped to recover and should be offered appropriate assistance.

The Board of Education recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. The Board and its employees share a commitment to create and maintain a drug-free workplace.

The Board of Education is responsible for the instruction and well-being of the students entrusted to its care. A consistent message needs to be communicated by the Board that the use of illegal drugs, the use of prohibited substances, the abuse of alcohol, and the misuse of prescription drugs are unacceptable.

POLICY GOALS AND OBJECTIVES

1. To establish, promote, and maintain a safe, healthy working and learning environment for employees and students.
2. To aid the affected employee in locating a rehabilitation program for employees with a self-admitted or detected substance abuse problem.
3. To promote the reputation of the District and its employees as responsible citizens of public trust and employment.
4. To eliminate substance abuse problems in the workplace.
5. To aid in the reduction of absenteeism, tardiness and apathetic job performance.
6. To provide a clear standard of job performance for school employees.
7. To provide a consistent model of substance-free behavior for students.

DEFINITIONS

As used in this policy, the following definitions shall apply:

“Illegal use of drugs” means the use of drugs, the possession or distribution of which is unlawful under the Controlled Substances Act (21 U.S.C.A. 812). Such term does not include the use of a drug taken under the supervision of a licensed health care professional or other uses authorized by the Controlled Substances Act.

“Drug” or “illegal drug” means a controlled substance as defined in Schedules 1 through V of Section 202 of the Controlled Substances Act.

“Conviction” means a finding of guilt, a plea of guilty including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Drug-Free/Alcohol-Free Schools

DEFINITIONS (CONTINUED)

“Criminal Drug Law” means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

“Controlled substance” shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Cabinet for Health and Human Services under regulations pursuant to [KRS 218A.020](#).

“Prohibited drugs” include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

“Prohibited substances” include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in [KRS 217.900](#) or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

“Safety-sensitive” shall refer to positions where a single mistake by such employee can create an immediate threat of serious harm to students and fellow employees.

“Substance abuse” shall refer to the misuse or illicit use of alcohol, drugs, or controlled substances, including marijuana, heroin, or cocaine.

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

District employees shall not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

WORKPLACE DEFINED

Workplace shall mean the site for the performance of work done for the District including any place where work on a District program, project or activity is performed, including, but not limited to, a school building or other school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. "Workplace" shall also include school-sponsored or school-approved activities, events or functions which are held off school property and in which students are under District jurisdiction including, but not limited to, field trips and athletic events.

Drug-Free/Alcohol-Free Schools**REPORTING**

Any school employee who knows or has reasonable cause to believe that a person has violated [KRS 158.155](#) shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

EMPLOYEE DRUG TESTING PROGRAM*Pre-employment:*

Based on the Board-approved employee drug testing program, all applicants being considered for employment positions identified by the Board as being "safety-sensitive" shall be required to submit to a urinalysis test for the detection of illegal use of drugs, as part of the required post-offer, pre-employment physical. Applicants for positions that require testing will be given a copy of this policy in advance of the post-offer, pre-employment physical.

Applicants shall acknowledge having read or had this policy explained to them and should understand that, as a condition of employment, they are subject to the contents of this policy and the employee drug-testing program. They shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Drug Coordinator (DC) and the Superintendent. An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the District, and such shall be considered as a withdrawal of the individual's application for employment. The applicant shall not be permitted to reapply for employment with the District for at least twelve (12) months and not until the applicant shows proof of successful completion of a drug rehabilitation program or proof that the applicant is no longer engaging in illegal drug use.

If substance-screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the DC. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Safety-sensitive positions requiring post-offer, pre-employment drug testing shall include, but not be limited to: principal, assistant principal, teacher, traveling teacher, teacher aide, substitute teacher, school secretary, Central Office staff, itinerant staff, school bus driver, driver education instructor, others as indicated on the job description for the position, and all adults who supervise students.

Employees:

The Board has established a random drug testing program for all certified and classified employees. The number and frequency of the random tests shall be determined by the Board's testing lab.

Standards for Conduct:

Employees shall conduct themselves in a manner consistent with the following provisions:

- Employees on duty or in attendance at system-approved or school-related functions shall not be under any degree of intoxication or exude an odor from alcohol.

Drug-Free/Alcohol-Free Schools**EMPLOYEE DRUG TESTING PROGRAM (CONTINUED)**

- Employees shall not possess open alcoholic beverage containers while on duty, or on school property, or in attendance at system-approved or school-related functions.
- Employees on duty shall not use or take prescription drugs above the level recommended by their prescribing physician and shall not use prescribed drugs for purposes other than those for which they are intended.
- Employees shall not dispense such drugs except as provided in Policy 09.2241.

RETURN TO DUTY TESTING

An employee who has been given the opportunity to undergo rehabilitation for drugs shall, as a condition of returning to duty, be required to agree to a reasonable follow-up test designated by the Superintendent. The extent and duration of the follow-up testing shall depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Superintendent shall review the conditions of continued employment with the employee prior to his/her return to work. Any such condition for continued employment shall be given to the employee in writing. The Superintendent may consult with the employee's rehabilitation program in determining an appropriate follow-up program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall the Superintendent order such screening more than one (1) time within a seventy-two (72) hour period.

Any employee subject to return to duty testing who has a confirmed positive drug test shall be in violation of this policy, which constitutes grounds for discipline up to and including termination in accordance with Board policy and state law.

REASONABLE SUSPICION TESTING

When the Superintendent/designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol, or that an employee has otherwise violated this policy, the employee may be required to submit to a breath and/or urine test for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that their employee is in violation of this policy, the supervisor shall notify the DC. An employee who is required to submit to drug/alcohol testing based on reasonable suspicion and refuses to do so shall be subject to discipline for insubordination up to and including termination.

An employee who tests positive on a reasonable suspicion test shall be in violation of this policy, which shall constitute grounds for termination in accordance with Board policy and state law.

The Superintendent/designee or the DC shall be the only individuals in the District authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and shall be the only individuals who may order an employee to submit to a drug screen.

As defined in procedures to implement the employee drug testing program, reasonable suspicion testing procedures may be involved for either chronic and/or acute cases involving prohibited behaviors. Prior to substances screening, employee shall sign a form acknowledging that the summary results shall be transmitted to the DC and the Superintendent.

Drug-Free/Alcohol-Free Schools**REASONABLE SUSPICION TESTING (CONTINUED)**

Drug and/or alcohol screening shall be conducted in accordance with the process utilized by the Board-approved, independent, certified laboratories using recognized techniques and procedures as set out in the District employee drug testing plan.

CONFIDENTIALITY

Records that pertain to required substance screens are recognized to be private and sensitive records. They shall be maintained by the DC in a secure fashion to ensure confidentiality and privacy and be disclosed to the Superintendent only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. The Superintendent shall maintain any such records in a secure fashion to ensure confidentiality and privacy. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of state law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug and alcohol free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner, and no entries concerning such shall be placed in an employee's personnel file.

DISCIPLINARY ACTION

Any employee in violation of the terms of this policy and the District's employee drug testing program shall be subject to disciplinary proceedings up to and including termination pursuant to [KRS 161.790](#) for certified employees or [KRS 161.011](#) for classified employees. In addition, violations may result in notification of appropriate legal officials.

In determining whether and to what extent an employee shall be disciplined or discharged for the conviction of a criminal drug law involving alcohol, illicit drugs, prescription drugs, or over-the-counter drugs, the Superintendent shall consider the following factors:

- The degree to which the nature of the criminal offense reduces the Board's ability to maintain a safe working environment;
- The degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or student;
- The degree to which the conviction unreasonably undermines public confidence in the Board's operations;
- The nature of the criminal offense;
- The nature of the employee's job with the Board;
- The existence of any explanatory or mitigating facts or circumstances;
- Whether the employee promptly reported the conviction; and
- Any other facts relevant to the employee, which may include, but not be limited to, years of service and record of performance with the District.

Drug-Free/Alcohol-Free Schools**NOTIFICATION BY EMPLOYEE**

Any employee convicted of any criminal drug statute involving illegal use of alcohol, illicit drugs, prescription drugs, or over-the counter drugs shall, within five (5) working days after receiving notice of a conviction, provide notification of the conviction to the Superintendent. Within thirty (30) days after receiving notice of a conviction, the Superintendent shall take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program. Failure of the employee to report the conviction within the time prescribed and/or conviction of a criminal drug law shall lead to disciplinary action up to and including discharge.

POST-DISCIPLINE DRUG TESTING

Following determination by an administrative or judicial proceeding that s/he engaged in misconduct involving the illegal use of controlled substances, a teacher who has been reprimanded or disciplined for misconduct involving illegal use of controlled substances shall submit to random or periodic drug testing in accordance with applicable Kentucky Administrative Regulation for a period not to exceed twelve (12) months from the date of such reprimand or disciplinary action.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all employees which shall include notice of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/employee assistance programs; and
5. Penalties that may be imposed upon employees for violations of this policy.

REFERENCES:

[KRS 158.155](#); [KRS 160.290](#); [KRS 160.380](#); [KRS 161.120](#); [KRS 161.175](#)
[KRS 161.790](#); [KRS 217.900](#); [KRS 218A.1430](#); [KRS 218A.1447](#); [KRS 218B.045](#)
[016 KAR 001:030](#); [701 KAR 005:130](#); 34 C.F.R Part 85

RELATED POLICIES:

03.1325; 08.1345; 09.2211; 09.2241

Adopted/Amended: 7/16/2024
Order #: 6a