



# ALEXANDER CITY SCHOOLS

375 Lee Street  
Alexander City, AL 35010  
(256) 234-8600

## Certified Personnel Application

Instructions: Complete the application in your own handwriting. Do not omit any information that would be of assistance to us in evaluating your application. **Return the following items with your completed application:** Three reference letters and a copy of all college transcripts. Your application will be kept in the active file for one year.

*It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*

APPLICATION FOR THE POSITION OF: \_\_\_\_\_

1. Name \_\_\_\_\_  
Last First Middle

2. Address \_\_\_\_\_  
Street

City State Zip

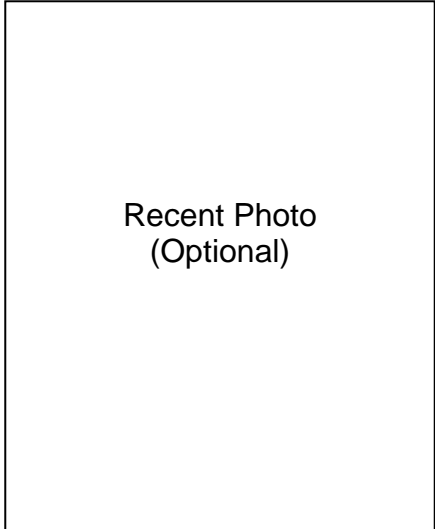
3. Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

4. Home Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

5. Are you a U.S. Citizen? \_\_\_Yes \_\_\_No  
(If no, are you eligible to work in the U.S.?) \_\_\_Yes \_\_\_No

7. Have you ever been convicted of a crime? \_\_\_Yes \_\_\_No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_



8. Are you presently employed? \_\_\_Yes \_\_\_No (If yes, please complete the following):  
Employer \_\_\_\_\_ Address of employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

**10. Educational Preparation: Copy of college transcript required.**

Name of School/Institution	DATES		Month/Year of Graduation	Degree Earned
	From Mo. Yr.	TO Mo. Yr.		
High School / GED				
College/Universities/Technical Schools				

College Major \_\_\_\_\_ Sem. Hrs. \_\_\_\_\_ Minor \_\_\_\_\_ Sem. Hrs. \_\_\_\_\_

**11. Student Teaching Experience:**

College \_\_\_\_\_ College Supervisor \_\_\_\_\_ Dates \_\_\_\_\_  
 School \_\_\_\_\_ Cooperating Teacher \_\_\_\_\_ Grade Level \_\_\_\_\_  
 Extra-Curricular Activities \_\_\_\_\_

**12. Certification**

Alabama Certificate: Rank II, Class B \_\_\_\_\_ Rank I, Class A \_\_\_\_\_  
 Rank I AA \_\_\_\_\_ Other \_\_\_\_\_

**13. Professional Experience:**

Name and Address of Institution (List most recent first) (If not public school, give kind)	Number of Years	DATES		Assignment	Reason for Leaving
		From MM/DD/YY	TO MM/DD/YY		

**14. Non-educational Work Experience:**

Occupation	Organization/Company	Dates of Employment	Reason For Leaving

**15. References:**

List 5 references, including superintendents and principals under whom you have taught, or who have firsthand knowledge of your teaching ability. Include a minimum of three reference letters with this application.

Name and Address	Position Title	Telephone Number (include area code)

**16.** List professional organization membership(s) which you consider relevant to your ability to effectively perform the job for which you have applied:

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**17.** List Extra-Curricular Activities that you might be willing to sponsor: \_\_\_\_\_

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