

ATHENS CITY SCHOOL SYSTEM

313 EAST WASHINGTON STREET
ATHENS, ALABAMA 35611
(256) 233-6600 / FAX (256) 233-6640

It is the policy of the Athens City Board of Education not to discriminate on the basis of gender, disability, religion, creed, national origin, race, color, or age in its educational programs, activities, or employment policies as required by federal regulations.

The Athens City School System is a Drug/Tobacco Free Workplace.

An application is considered incomplete until all information is received in the Personnel Office. This includes three references and/or placement file, a transcript and a completed application form. If you have applied in the Athens City School System before, give the approximate date _____. This application will be retained for a period of time not to exceed three (3) years in active file. Files are cleared in December of each year.

DATE OF APPLICATION _____

DATE AVAILABLE FOR EMPLOYMENT _____

Give the name and address of person who will always know your address:

Name _____

Street _____ City _____

State _____ Zip Code _____

Phone No. _____

The information below is used to maintain records. Athens City Schools seeks a multicultural staff that will reflect the diversity of the community.

_____ Male _____ African-American _____ Asian _____ Native American

_____ Female _____ Caucasian _____ Hispanic Other _____

Why have you chosen to apply in Athens City Schools? _____

Have you ever worked in Athens City Schools? Yes _____ No _____

If yes, when and in what capacity? _____

Reason for leaving? _____

Who referred you to the Athens City School System? _____

NAME

Last

First

Middle

Maiden

SOCIAL SECURITY NO. _____

(If records of employment or education appear under names other than the name above)

NAME

Last

First

Middle

Maiden

PRESENT ADDRESS (Until _____)

Date

Street

City

State

Zip Code

Area Code/Telephone

PERMANENT ADDRESS

Street

City

State

Zip Code

CERTIFIED FIELDS/GRADES _____

EDUCATIONAL AND PROFESSIONAL TRAINING

SCHOOL	LOCATION	DATES ATTENDED	DEGREE
High School _____	_____	_____	_____
College _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Graduate/ Special Study _____	_____	_____	_____
_____	_____	_____	_____

Undergraduate Major _____	Undergraduate Minor _____	Graduate Major _____	Graduate Minor _____
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If you are a current graduate have you completed practice teaching? _____ Date _____

Name of School _____ Address _____

Supervising Teacher _____ Phone No. _____

Do you have an Alabama Teacher's Certificate? _____ If yes, what rank and type(s) _____

In what field(s) are you certified? _____

State Position(s) you prefer: _____ Elementary (P - 5) _____ Middle (6 - 8) _____ Secondary (9 - 12)	Special Education: _____ Mental Retardation _____ Learning Disabilities _____ Behavior Disorders Other Areas: _____ _____
Specify Subjects _____	

If you desire to coach or to sponsor an activity, please indicate by placing 1, 2, 3, etc., in priority order by the activities listed below:

- | | | | | |
|---------------------|------------------------|---------------------|----------------------------|-----------------------|
| _____ A. Annual | _____ D. Cheerleading | _____ G. Drama | _____ J. Literary Magazine | _____ M. Other (List) |
| _____ B. Baseball | _____ E. Cross Country | _____ H. Drill Team | _____ K. Newspaper | _____ |
| _____ C. Basketball | _____ F. Debate | _____ I. Football | _____ L. Track | _____ |

EMPLOYMENT RECORD EDUCATIONAL EXPERIENCE

Report in chronological order beginning with the first position, all teaching and administrative school experience including teaching in accredited colleges. To earn one year of experience, at least 120 days must be taught while under contract and eligible for state salary in a regular school term or fractions of school terms representing 120 days of consecutive service. (Example: January to June; September to December of consecutive years.)

School	System	State	Began	Ended	Nature of Work Specific Grades and Subjects	Reason For Leaving	Principal/Supervisor
			MDY	MDY			

Are you a veteran of the U.S. Armed Services? Yes _____ No _____

NON-TEACHING EXPERIENCE

Employer	Location	Job Title	Dates	Supervisor	Phone

If now employed, why are you considering leaving your present position? _____

Your full, complete and accurate answer to these questions relative to prior experience is important to your application. Incomplete or erroneous answers will result in your application being denied or possible contract termination if employed.

Have you ever been dismissed/non-renewed from employment with a school system? Yes _____ No _____

Do you have any relatives employed by the Athens City School System? Yes _____ No _____

Who? _____ Where? _____

Have you ever been convicted by federal, State or other law enforcement authorities or pleaded nolo contendere for violation of any federal law, state law, county or municipal law, regulation or ordinance? (Do not include anything that occurred before your seventeenth birthday) Do not include minor traffic violations. Yes _____ No _____ (Attach if necessary)

Conviction for what violations	Date	State or Law enforcement authority	Disposition

If you completed a placement file with a college placement office, please have it forwarded to:
Athens City School System, 313 East Washington Street, Athens, AL 35611

REFERENCES: These should be persons qualified to give information to show your ability for the position you seek. You MUST include your former administrators if you are an experienced teacher. For beginning teachers, include college supervisors and student teaching supervisors. Include one letter of recommendation from each of three different references. Do not list relatives as references.

NAME	ADDRESS	POSITION	PHONE
1.			
2.			
3.			

ADDITIONAL INFORMATION ABOUT APPLICANT

In your own words, relate additional information about your cultural and educational background. You may include hobbies, recreational activities, musical interests, and travel, as well as your experience with children in church, community and camp activities. Limit your comments to 300 words. Use attachment if necessary.

READ THIS STATEMENT AND SIGN AFTER COMPLETING THE APPLICATION

By filing application for employment with the Athens City School System, if employed, I agree to abide by all the policies as set forth by the Athens City Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Athens City School System contacting my references, other individuals having pertinent knowledge pertaining to my professional abilities, previous employers, schools attended, court officials and law enforcement authorities. I agree to indemnify and forever hold harmless Athens City Board of Education, its employees, agents, or assigns regarding all matters arising from or related to the investigation of any matter reasonably related to my employability by Athens City Board of Education. I also understand that any misstatement or omission of any information requested shall be a reason for non-employment and can constitute reason for dismissal from employment.

The application, transcript, references and other data are the property of the Athens City Board of Education and will not be returned to the applicant.

APPLICANT'S SIGNATURE _____ DATE _____

INTERVIEW RECORD

BY _____ DATE _____ PLACE _____
COMMENTS _____

ATHENS CITY SCHOOLS

Superintendent

Orman L. Bridges, Jr., Ed.D.

313 East Washington Street
Athens, Alabama 35611-2698
Telephone (256)233-6600
FAX (256) 233-6640

Board of Education

Larry Kanton, President
James Lucas, Vice-President
Pat Washrop *Gary Hill*
Beverly Maun *Russell Johnson*
David McPerson

Thank you for your interest in Athens City Schools. We are justifiably proud of our schools and the performance of our students. We are always seeking applicants committed to educational excellence. We believe that our students deserve the best education that we can possibly provide; consequently, we set very high standards for all our employees.

To be considered for employment with the Athens City Board of Education, we must have the following information:

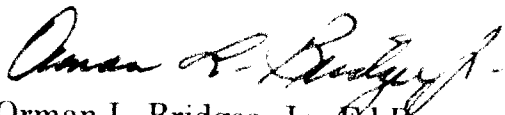
1. Completed application
2. Official transcript
3. Resume'
4. Alabama teacher certificate (if applying for certified position) or proof of eligibility to possess
5. Highly qualified letter
6. Copy of social security card and drivers license or state identification card
7. Hand written one-page philosophy of education

Please collect all these documents personally and send them together to the following address:

Orman L. Bridges, Jr., Ed.D.
Athens City Schools
313 E. Washington Street
Athens, AL 35611-2698

If we may be of further assistance, do not hesitate to call.

Sincerely,



Orman L. Bridges, Jr., Ed.D.
Superintendent