

DEPARTMENT OF HUMAN RESOURCES

Bessemer City Schools

P. O. Box 1230
1621 Fifth Avenue North
Bessemer, AL 35020
(205) 432-3000



Educate • Enlighten • Empower

Shannon W. Sudbury, Director

THE CERTIFIED APPLICATION PROCESS

Dear Applicant:

Thank you for your interest in Bessemer City Schools. What happens now?

- Job openings are posted on our website at www.bessk12.org
- Your application will be reviewed and placed in our active files by position or certification for future consideration. Applications are screened for required experience and credentials. All applications to be considered must contain the following required data:

Completed Application;

Completed College Transcripts;

Completed Applicant's Reference Form from a minimum of two professors or, in the case of previous employment, from former employers;

Copy of valid Alabama Teacher's Certificate, or verification from a college or university that you are eligible for a Teacher's Certificate;

Highly qualified documentation included;

Copy of Current Resume preferred.

- When a vacancy is announced, all applications in that area are considered. Depending upon the number of applicants for each position, either all candidates with the required credentials and experience or only those with superior credentials and experience will be interviewed. All applicants under consideration will be notified of the time and date the interview process will be held.
- If you are not contacted for an interview within two weeks of the vacancy announcement closing, you were not selected for consideration for that position. Your application will be kept in the active file for a period of one year. You may request a renewal of your application to active status at the end of the year.
- You need not contact our office once you have completed and submitted your total application packet and information.

If you have further questions, please call the office of Human Resources at (205) 432-3009.

Sincerely,

Shannon W. Sudbury



BESSEMER CITY SCHOOLS

1621 5th Avenue North
Bessemer, Alabama 35020
Telephone: (205) 432-3000 Fax: (205) 432-3085

STRIVING FOR EXCELLENCE

AN EQUAL OPPORTUNITY EMPLOYER

Application for Employment Certified

Please Print

Date of Application _____

Name _____
Last First Middle

Current Address _____
Street City State Zip Code

Telephone # () _____ Mobile/Other Telephone # () _____

Social Security Number _____ E-mail Address _____

Former Address _____
Street City State Zip Code

Position(s) applied for: _____

Referral Source: *(Please check the appropriate category.)*

Employee _____ District Website _____

Walk-in _____ Job Fair _____

Advertisement _____ Other _____

Have you submitted an application here before? _____ Yes _____ No If yes, give date(s) _____

Have you been employed here before? _____ If yes, give date(s) and position(s) _____

Type of employment desired: _____ Full-Time _____ Part-Time

Are you currently employed? _____ Yes _____ No If yes, may we contact your present employer?
_____ Yes _____ No

Date available for work _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information:

Name of High School/College/University (include City & State)	Dates Attended	Years Completed	Diploma/Degree Earned	Major/Minor

CERTIFICATIONS/ENDORSEMENTS/LICENSES

Type	State	Date Issued	Expiration Date	Subject/Grade/Areas Covered

Undergraduate GPA _____ Postgraduate GPA _____ Number of years of teaching experience _____

Are you working towards an advanced degree? ___ Yes ___ No

If yes, provide the name of the degree and date you expect to receive it. _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

EMPLOYER	Telephone#	Dates Employed	
	()	From: Month/Year	_____ / _____
Street Address	City	To: Month/Year	_____ / _____
	State	Starting Salary	Ending Salary
Job Title		\$ _____	\$ _____
Immediate Supervisor/Title		[] Hour [] Month	[] Hour [] Month
Type of work performed			
Reason for leaving			
EMPLOYER	Telephone#	Dates Employed	
	()	From: Month/Year	_____ / _____
Street Address	City	To: Month/Year	_____ / _____
	State		

EMPLOYMENT HISTORY (continued)

Job Title	Starting Salary \$ _____	Ending Salary \$ _____
Immediate Supervisor/Title	[] Hour [] Month	[] Hour [] Month

Type of work performed _____

Reason for leaving _____

EMPLOYER	Telephone# ()	Dates Employed
Street Address	City State	From: Month/Year _____ / _____ To: Month/Year _____ / _____

Job Title	Starting Salary \$ _____	Ending Salary \$ _____
Immediate Supervisor/Title	[] Hour [] Month	[] Hour [] Month

Type of work performed _____

Reason for leaving _____

EMPLOYER	Telephone# ()	Dates Employed
Street Address	City State	From: Month/Year _____ / _____ To: Month/Year _____ / _____

Job Title	Starting Salary \$ _____	Ending Salary \$ _____
Immediate Supervisor/Title	[] Hour [] Month	[] Hour [] Month

Type of work performed _____

Reason for leaving _____

Explain any gaps in your employment _____

Have you ever been terminated or asked to resign from a job? ____ Yes ____ No If yes, please explain _____

PERSONAL DATA

Have you ever been convicted of a crime? (Exclude minor traffic citations) ____ Yes ____ No If yes, please provide date(s) and details regarding the nature of the crime below. A conviction record will not necessarily bar you from District Employment.

PERSONAL DATA (continued)

Have you ever served in any branch of the Armed Forces or Reserve? _____ Yes _____ No If yes, provide the following information:

Branch of Service _____ Rank _____

Years in Service _____

Have you ever received a discharge, or separation from the military that was other than honorable?

_____ Yes _____ No If yes, please explain _____

Please list Academic Honors, Scholarships, Fellowships, Memberships in Professional Organizations, etc.:

REFERENCES

List name and telephone number of three references who are not related to you who may be contacted.

NAME	TITLE	RELATIONSHIP	TELEPHONE	YEARS KNOWN

IMPORTANT!

BEFORE YOUR APPLICATION WILL BE CONSIDERED, ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE SUBMITTED TO THE DEPARTMENT OF HUMAN RESOURCES.

I hereby certify to the best of my knowledge that the information I have provided is true, accurate and complete. In connection with my application for employment, I authorize and request any other person to furnish to the Bessemer City Board of Education, or any agent acting on its behalf, information they may have concerning my business activities, work record, ability, character, and general reputation. I hereby release from any and all liability, of to whatsoever nature, my former employers and any other person supplying such information to the Bessemer City Board of Education and its Agents.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that my application remains current for only one (1) year. At the conclusion of this time, if I have not heard from this employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I UNDERSTAND THAT ANY INFORMATION PROVIDED BY ME THAT IS FOUND TO BE FALSE, INCOMPLETE OR MISREPRESENTED IN ANY RESPECT, WILL BE SUFFICIENT CAUSE FOR DISQUALIFICATION.

PLEASE DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT ABOVE.

I certify that I have read, and fully understand and accept all terms of the applicant statement.

Applicant signature _____ Date _____

Bessemer City Schools
Applicant Reference Form

To _____
Name of Reference

Address _____
Street City State Zip Code

I have submitted an application for a position in the Bessemer City Schools of Bessemer, AL. Please check the following items in the appropriate column and mail it in the enclosed stamped envelope to: **Bessemer Board of Education, Attention: Human Resources, 1621 5th Avenue North, Bessemer, Alabama 35020.**

Last Name of Applicant First Name Middle Name

Signature of Applicant Position Applied For (Be Specific)

	Unknown	Superior	Above Average	Average	Unacceptable
Personal Qualities					
Physical Health	()	()	()	()	()
Speech & voice quality	()	()	()	()	()
Poise & self confidence	()	()	()	()	()
Initiative & enthusiasm	()	()	()	()	()
Relationships with Others					
Rapport with students	()	()	()	()	()
Rapport with colleagues	()	()	()	()	()
Ability to work effectively with parents	()	()	()	()	()
Effectiveness in group work	()	()	()	()	()
Professional Competencies					
Competency in academic field	()	()	()	()	()
Classroom Management	()	()	()	()	()
Planning & organizing for instruction	()	()	()	()	()
Use of materials & techniques	()	()	()	()	()
Understanding of children & learning	()	()	()	()	()
Professional Responsibilities					
Adherence to school policies	()	()	()	()	()
Support of total school program	()	()	()	()	()
Use & care of school equipment & facilities	()	()	()	()	()
Accuracy & punctuality with reports & records	()	()	()	()	()
Willingness to learn & grow professionally	()	()	()	()	()

Please write a brief statement in each area relative to the position for which the applicant is applying.

Strengths: _____

Weaknesses: _____

Is applicant prompt and regular in attendance? Yes No

Does applicant accept extra duties willingly? Yes No

Has applicant performed in leadership roles under your supervision? Yes No

If yes, please describe: _____

Would you employ or re-employ applicant? Yes No

If yes, in what position? _____

This reference form covers the period from _____ to _____ year.

What was your relationship to the applicant? _____

Date _____

Signature _____

Position _____

Organization _____

Phone Number _____

Bessemer City Schools
Applicant Reference Form

To _____
Name of Reference

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