

**WRITING SAMPLE FORM
CHILTON COUNTY BOARD OF EDUCATION
Clanton, Alabama**

Policy Requirements: The Board requires a writing sample as a part of the employment process for all certified positions and the non-certified positions of secretary, bookkeeper, teacher assistant and CNP worker. The Board further requires that the writing sample be completed on the day of the interview at the interview site in the applicant's own handwriting*.

Directions: Please use the space provided to write your reaction, in your own handwriting, to one of the following three questions. You may use pen or pencil and will be given ample time for your writing.

- a. What special talents do you have that would help you in the position for which you are applying?
- b. What do you see as the major job responsibilities of the position for which you are applying?
- c. How is the position for which you are applying important to the education of children?

NOTE: Please give careful attention to sentence structure, grammar, punctuation, etc.

Reaction: _____

***NOTE: Provisions will be made at the interview site to accommodate applicants with disabilities that preclude completion of a writing sample.**

NAME OF PERSON COMPLETING THE WRITING SAMPLE: _____

Please Print

SIGNATURE OF PERSON COMPLETING WRITING SAMPLE: _____

DATE WRITING SAMPLE COMPLETED: _____

Thank you for completing the writing sample.

Please return your completed writing sample to the school official monitoring the session.

PERSON INTERVIEWING/MONITORING WRITING SAMPLE: _____