



ADMINISTRATIVE APPLICATION

Georgetown County School District

J. B. Beck Administration & Education Center

2018 Church Street
Georgetown, South Carolina 29440



Please complete and return this application to the Human Resources Department of the Georgetown County School District. Read the instructions carefully as you complete the application.

1. Name of applicant _____

2. Place a check by the specific position(s) for which you are applying.

_____ Elementary Principal
 _____ Middle School Principal
 _____ High School Principal
 _____ District Level Position
 (Specify Position _____)

_____ Elementary Assistant Principal
 _____ Middle School Assistant Principal
 _____ High School Assistant Principal
 _____ Curriculum Specialist
 (Specify Level _____)

3. Educational background, professional experience, resume, and references listed on pages 2, 3, and 4 will be used for interviews, reference checking, application review, and School Board recommendations, if selected.

4. When completing this application, please restrict your response to the space provided.

5. To activate your application, please make sure all required information has been completed and included.

6. **Have you ever been convicted of unlawful conduct other than minor traffic violations? Yes_____ No_____**
 If yes, on a separate sheet of paper, state nature, date and place of conviction. Note: A "yes" answer to this question will not necessarily bar you from employment. The nature, severity and date of the offense in relation to the position for which you are applying are considered.

Please note that the South Carolina Education Improvement Act of 1984 requires this district to conduct a criminal record history for initially employed teachers through the State of South Carolina Law Enforcement Division.

I have completed this application to the best of my ability and believe all information to be correct to the best of my knowledge. I understand fully and agree that misrepresentation of any facts in this application is sufficient cause to declare this application null and void, and if misrepresentation is not discovered until after employment, it shall be deemed sufficient reason for dismissal.

I also understand this application will be kept until the opening of the next school year. It must be renewed (and updated) by written request or phone to remain in the active file.

Signature of Applicant

Date

7. Mailing address of applicant: _____

Telephone Number: _____

EDUCATIONAL BACKGROUND AND PROFESSIONAL EXPERIENCE RESUME

1. Name _____
(Last)
(First)
(Middle)
2. Address _____
(Number)
(Street)
(City)
(State)
(Zip)
3. Home Phone _____ Work Phone _____
4. Present Position _____
5. Present Location _____

Teaching/administrative experience: Beginning with your most recent experience, list the years of full-time classroom teaching/administrative experience:

School Year(s)	Position	School/Address	Name of Principal/ Supervisor
20__ to 20__			
20__ to 20__			
20__ to 20__			
20__ to 20__			
20__ to 20__			

Related Experience: List other work experience that relates to your competence for the position for which you are applying.

- 20__ to 20__ _____
- 20__ to 20__ _____

Additional comments on educational and professional experience (optional):

Educational Background: List all colleges or universities you have attended. List your more recent educational experience first. Please include a student copy of your transcript(s) with the application.

College/University	Location	Major	Add'l Credits	Dates From To	Degree

Certification: List all valid South Carolina certification areas. Enclose a copy of your current certificate:

Certification Type: _____ Expiration Date: _____

Highest acceptable level of training listed on certificate (Degree): _____

Certification Subject Areas/Level: _____

Are you certified by the National Board for Professional Teaching Standards? Yes _____ No _____
If yes, what area: _____

Do you meet the criteria as set forth by the "No Child Left Behind" standards? Yes _____ No _____

List certification from states other than South Carolina and expiration date(s):

Awards or honors received: _____

REFERENCES

Required References: Please list the names of **three** persons for whom you have worked. Include your current or most recent, if not currently employed, supervisor. Please forward the reference forms to former supervisors and request that they be returned within 10 days. Educational work experience listed will be verified by the name you list below. List your most recent supervisor first.

Names of Supervisor	Current Position	School/Address	Telephone Number
1			
2			
3			
4			
5			

WRITTEN EXERCISE

On a separate sheet, briefly address the following issues: why you are interested in this position; how you motivate people; what you consider to be the most important aspect of the principalship or administrative position; and the special values and traits you possess that would make you successful in the administrative position in which you are applying.

RETURN REQUIRED MATERIALS TO:

Executive Director for Human Resources
 Georgetown County School District
 J. B. Beck Administration & Education Center
 2018 Church Street
 Georgetown, South Carolina 29440

Be sure you have included:

- _____ Completed application form with written exercise;
- _____ Updated resume;
- _____ Copy of current certificate; and
- _____ Transcripts (student copy).

It is the applicant's responsibility to be available on relatively short notice for interviews.

NOTIFICATION OF COMPLIANCE

This district adheres to Title VII that forbids discrimination on the basis of race, color, sex, religion or national origin in employment practices. Title IX states: "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance." The administration of Georgetown County Schools has affirmed that the District is in compliance with the requirements of Title IX and does not discriminate on the basis of sex in any education program or activity receiving Federal Financial Assistance. This affirmation of nondiscrimination extends to employment and admissions. Georgetown County School District has affirmed that the District is in compliance with the Age Discrimination Employment Act and will not engage in age-based discrimination against workers or applicants who are 40 or older. In addition, this district adheres to the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate against handicapped individuals.