

Kemper County School District
Post Office Box 219, 159 Main Avenue, DeKalb, MS 39328

APPLICATION INSTRUCTIONS-CERTIFIED PERSONNEL

To be considered an official applicant to the Kemper County School District, the following must be completed:

1. APPLICATION FORM – Completed in its' entirety, dated and signed.
2. MISSISSIPPI CERTIFICATION – Before a teaching certificate can be issued by the State Department of Education, all prospective teachers applying for a Mississippi Certificate for the first time must take the Praxis examinations and make a prescribed score; scores will vary depending upon the subject area. Scores on the Praxis must be reported directly to the Office of Teacher Certification, Mississippi Department of Education, Post Office Box 771, Jackson, MS 39205 in order to secure a teaching certificate. If you do not have a valid certificate, you must apply for one and be eligible to receive a certificate before you will be considered for employment in the Kemper County School District. Application forms can be obtained from the Superintendent's Office or by writing the Mississippi Department of Education at the above address or by calling (601) 359-3483.
3. RECOMMENDATIONS – At least three references must be received from those listed on the application. Recommendation forms will be sent directly from the Superintendent's Office to the persons listed. Unless otherwise directed in writing, these recommendations are confidential and the applicant waives the right to review.
4. TRANSCRIPTS – A copy of all college and/or university work received must be attached to your application.
5. RESUME – A copy must be attached to your application.
6. INTERVIEWS – After all of the above information has been evaluated, the top applicants will be invited for personal interviews before a person or a screening committee.
7. STATUS OF APPLICATION – Because of the large number of applications received and because of time and fiscal constraints, you may not be contacted unless you are invited for an interview. Your understanding would be appreciated. Applications will remain in the active file only for the school year for which applicant is applying and then they will classified as inactive.
8. IF EMPLOYED – You must furnish the Kemper County School District with the following: (a) Mississippi certification, (b) birth certificate and (c) verification of prior teaching experience (if applicable).

Your application is greatly appreciated. Thank you for your interest in the Kemper County School District.

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PROFESSIONAL EMPLOYMENT APPLICATION

Position applying for _____ Date of Application _____

Name _____
Last First Middle/Maiden

Race _____ Sex _____ Date of Birth _____

Present Address _____
Street City State ZIP

Permanent Address _____
Street City State ZIP

Phone Number _____

Education

Name & Location	Dates Attended		Major	Credits Earned	Degree to Date
	From	To			

Mississippi Certificate # _____ Class _____ Type _____ Expiration Date _____

Area(s) of current endorsement _____

Subject(s) with 18 or more hours _____

Praxis I Score _____ Praxis II Score _____ Subject Area Score _____

Professional References

Name	Address	Phone Number

Employment History (list current position or last job held first) Attach additional sheet, if necessary.

1	Name and Address	Telephone
	Position	Dates of Employment
2	Name and Address	Telephone
	Position	Dates of Employment
3	Name and Address	Telephone
	Position	Dates of Employment
4	Name and Address	Telephone
	Position	Dates of Employment

List professional activities and honors before and since graduation _____

What positions of leadership or responsibility have you held in school, work? _____

What professional organization(s) are you affiliated with? _____

Are you currently under contract with any school system? ____ If so, who? _____ Until _____

What is the earliest you can begin work? _____

Have you ever been asked to resign, been discharged or failed to be re-employed for a teaching or administrative position? _____ If yes, give details. _____

Have you ever been convicted of a crime or any other violation other than traffic rules? _____

If yes, please explain _____

READ CAREFULLY

The information contained herein is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Board of Trustees and will cooperate fully with in-service programs for professional improvement. I agree that any omissions or false statements will constitute reason for dismissal.

Applicant's Signature

Date

ETHNIC DATA SURVEY INFORMATION

The following information is needed in order to measure the effectiveness of our recruitment efforts during the year. This information will be used for statistical purposes, and is not mandatory and will not be used as a criteria for selection.

It is the responsibility of this office to maintain records concerning applicant populations.

Thank you for your assistance.

CHECK ONE OF THE FOLLOWING:

RACE/ETHNICITY

_____ American Indian/Alaskan Native

_____ Asian/Pacific Islander

_____ African American

_____ Hispanic

_____ Caucasian

_____ Other

SEX

_____ Male

_____ Female

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PERMISSION FOR BACKGROUND CHECK

Date _____

I, _____, give permission for the Kemper County School District to conduct a background screening check with law enforcement, the Child Abuse Central Registry, previous employers and any other person to determine my suitability in working with children. I understand that this permission is a part of my application for a position with the Kemper County School District. I further understand that this information will only be used in regard to the above application.

Signature _____

Address _____

Social Security Number _____

Date of Birth _____

**PLEASE RETURN THIS FORM DIRECTLY TO:
Kemper County School District, Office of Personnel Services
Post Office Box 219, DeKalb, MS 39328**

Recommendation Release Authorization

Company _____

Address _____

I, the undersigned, request that the information solicited on the applicant recommendation form be released to the Kemper County School District. I understand and agree that this information will be treated as confidential by the Kemper County School District and will not be available to anyone other than authorized personnel employed by the school district. No signature means the applicant will have the right to read this reference.

Applicant's Signature _____ Date _____

Applicant's Reference Blank

_____ is applying for the position of _____ in the Kemper County School District and referred to you as one having personal knowledge of his/her qualifications. Please check the following factors for which you have adequate information on which to make an appraisal and add any supplementary comments which you think are pertinent. Your frank estimate of the applicant's qualifications will be appreciated and treated confidentially.

Factor to be Rated	Very High	High	Average	Low	Very Low
1. General intelligence					
2. Attendance record					
3. Reliability					
4. Cooperation & helpfulness					
5. Work habits attitude					
6. Attitude					
7. Good "common sense" judgment					
8. Adaptability to view ideas					
9. Open minded & receptive to suggestions					
OVERALL RATING					

Signature of person completing this report _____