

**APPLICATION FOR PROFESSIONAL STAFF**

**OXFORD CITY SCHOOL SYSTEM**

310 E. Second Street

Oxford, AL 36203

Position Applied For (check one or more)

- Early Childhood Teacher
- Elementary Teacher
- Secondary Teacher

List specific subject area

\_\_\_\_\_  
\_\_\_\_\_

- Administration
- Guidance
- Media Specialist
- Special Education Teacher (Check Grade Level)
  - K- 6
  - 7-12

**Statement of Policy:** The Oxford Board of Education is an equal opportunity employer. It is the policy of the Oxford City Schools that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Name (as shown on your Social Security Card)      Name on college/employment records if different      Social Security Number

Date of Application      Date available for employment

Present Address

Street      City      State      Zip

Telephone Number      Cell Number

Permanent Address

(if different from address above)      Street      City      State      Zip

Email Address

Have you ever been convicted of a crime?  Yes       No      If Yes, please explain -

**Note:** A conviction record will not necessarily be a bar to employment. Age and time of the offense, as well as the seriousness and nature of the violation, will be taken into consideration.

**ALABAMA TEACHER'S CERTIFICATE**

Teacher Number      Expiration Date      Teaching fields on certificate

**OUT OF STATE CERTIFICATE**

Teacher Number      Expiration Date      Teaching fields on certificate

**PROFESSIONAL CERTIFICATION**

State	Rank	Certification	Grade Levels	Date Issued	Valid Periods
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**EDUCATIONAL AND PROFESSIONAL TRAINING** (Begin with most recent.)

School and Location	Dates Attended	Major	Minor	Diploma/Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**EDUCATION EMPLOYMENT RECORD** (List professional educational experiences, classroom and administrative, beginning with the most recent. A résumé will not substitute for this information.) If a teaching position is unavailable would you consider an aide's position?  Y       N

Dates	Grade/Subject Taught	Name and Address of Employer	Years Taught
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**REFERENCES (Not needed if résumé has this information)**

Please list references that are qualified to provide information as to your education and professional experience.

NAME	POSITION	ADDRESS	TELEPHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PLEASE READ AND SIGN THE FOLLOWING STATEMENT:**

By filing an application for employment with the Oxford City School System, if employed, I agree to abide by all the policies as set forth by the Oxford City School System and give consent to the representatives of the Oxford City School System to contact references, previous employers, physicians, hospitals, schools attended, court officials and law enforcement authorities. Also, I understand that any misstatement or omission of any information requested shall be a reason for non-renewal of contract or dismissal from employment.

The applicant transcript, references and other data are the property of the Oxford City School System and will not be returned to the applicant. This application will be classified as inactive after one (1) year unless updated annually.

\_\_\_\_\_  
Applicant's Signature Date

The following items must be on file before the application will be processed and applicant given consideration:

1. Completed application
2. Transcript of college records
3. Alabama Teacher Certificate or certified letter from college stating candidate has completed requirements and certificate application has been filed.
4. Résumé
5. Proof of Highly Qualified status

The following items will be required upon the offer of employment:

1. Tuberculin test results (current)
2. Drug test results

**Please return application to:**  
**Debbie Nothdurft, Director of Human Resources**  
**Oxford Board of Education**  
**310 East Second Street**  
**Oxford, Alabama 36203**  
**Phone 256 241-3140 FAX 256 241-3163**  
**Web site: [www.oxfordcityschools.com](http://www.oxfordcityschools.com)**

**THE OXFORD CITY SCHOOL SYSTEM REQUIRES A DRUG-FREE WORKPLACE.**

For Office Use Only

Date Interviewed: \_\_\_\_\_

References Checked: \_\_\_\_\_