

**APPLICATION FOR PROFESSIONAL STAFF**

**OXFORD CITY SCHOOL SYSTEM**

Position Applied For (check one or more)

- Early Childhood Teacher
- Elementary Teacher
- Secondary Teacher

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

List specific subject area

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

**Statement of Policy:** The Oxford Board of Education is an equal opportunity employer. It is the policy of the Oxford City Board of Education 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. The Oxford City Board of Education provides equal access to the Boy Scouts and other designated youth groups.

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 \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(If different from address above) Street City State Zip

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 \_\_\_\_\_

**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 resume will not substitute for this information.) If a teaching position is unavailable would you consider an aide's position?  Y  N

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

**REFERENCES (Not needed if resume' has this information)**

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

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

Have you ever been dismissed from an employment position?  Yes  No If Yes, please explain –

Have you ever been asked to resign from an employment position?  Yes  No If Yes, please explain –

Have you ever been investigated for misconduct related to your employment?  Yes  No If Yes, please explain –

**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. Resume'

If employment is offered, additional information will be required.

**Please return application to:**  
**Roy Bennett, Director of Human Resources**  
**Oxford Board of Education**  
**PO Box 7670**  
**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: \_\_\_\_\_