



Saraland City School System

943 Highway 43 South
Saraland, AL 36571
Phone: (251) 375-5420
www.saralandboe.com

Certified Application for Employment

Applications must be mailed or hand-delivered. Faxed copies are not accepted.

PLEASE PRINT OR TYPE INTO FORM

Date: _____ **Social Security Number:** _____

Title: Mr. Mrs. Ms. Dr.

Name: _____
Last First Middle Maiden
List name as it appears on Social Security Card.

Address: _____ **Day Phone:** _____
Street or P.O. Box
City State Zip **Cell Phone:** _____

E-Mail Address (required): _____

Certified Position(s) for which you are applying:

Administrative Teacher Highly Qualified? Yes No

Certification & Subject Area _____

Certification Rank B A AA Doctorate

Present Employment Status:

Employer Position

Have you ever been employed by the Saraland School System? Yes No
If yes, list school(s), department(s), date(s), and reason for leaving:

Have you ever pleaded guilty, been convicted, fined, imprisoned, nolo contendere, or placed on probation for violations of any law, police regulation, or ordinance, excluding minor traffic violations?
 Yes No *If yes, explain with details.*

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service?
If yes, explain with details. Yes No

EDUCATION						
	High School		Vocational Training / School	Junior / Community College	Undergraduate College / University	Graduate Professional
School Name / Location						
Numbers of Years Completed		or GED				
Diploma / Degree & Year of Graduation						
Dates Attended						
Describe Course of Study	N/A					

Special Skills and Qualifications

Summarize special job-related skills and qualifications from employment or other experience:

Technology Knowledge

- | | | | |
|--------------------------|-------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Excel | <input type="checkbox"/> | Student Response Systems |
| <input type="checkbox"/> | Power Point | <input type="checkbox"/> | Interactive Whiteboard |
| <input type="checkbox"/> | Word | <input type="checkbox"/> | Publisher |
| <input type="checkbox"/> | Outlook | <input type="checkbox"/> | Document Camera |

List any other related skills not identified above:

Employment Experience: <i>Please list your last three employers</i>		
Employer	Dates Employed	Work performed / duties:
Address	From:	
Telephone Number	To	
Job Title	Number of years	
Reason for Leaving		
Employer	Dates Employed	Work performed / duties:
Address	From:	
Telephone Number	To	
Job Title	Number of years	
Reason for Leaving		
Employer	Dates Employed	Work performed / duties:
Address	From:	
Telephone Number	To	
Job Title	Number of years	
Reason for Leaving		

References

Give **name, address and telephone number** of three (3) references who are **not related** to you and who can verify your work abilities:

Name _____ **Phone** _____
Address _____ **City** _____ **State / Zip** _____

Name _____ **Phone** _____
Address _____ **City** _____ **State / Zip** _____

Name _____ **Phone** _____
Address _____ **City** _____ **State / Zip** _____

The Saraland School System is an Equal Opportunity Employer. No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.

Saraland City School System
 Division of Human Resources
 943 Highway 43 South
 Saraland, Alabama 35471

Confidential Reference Form

To be completed by the Applicant			
Last	First	Middle/Maiden	Social Security Number
I have applied with the Saraland City School System for the following position: _____			
I authorize you to provide the Saraland City School System with information regarding my suitability for employment. I further release and hold harmless my former supervisor / employer from any action or liability provided or statement made in good faith. I understand the evaluator will be providing this information on a confidential basis to the Saraland City School System, and no to me, and I waive any right that I may have to review this reference.			
Signature: _____			Date: _____

To be completed by the person providing the reference			
1.	How long have you known the applicant? _____		
2.	In what capacity do you know the applicant? _____		
3.	Were you the applicant's immediate supervisor? _____		
4.	Is the applicant still employed in the position where you knew him/her? _____		
	If not, what was his/her reason for leaving? _____		
5.	Did the applicant receive any disciplinary action or reprimand? _____ Yes _____ No _____ Not Known		
6.	Was the applicant asked to resign? _____ Yes _____ No _____ Not Known		
7.	If a vacancy existed in your school/business for which the applicant was qualified, would you recommend for employment? _____		
	_____ Yes _____ No If no, please explain: _____		
8.	Are you aware of anything regarding this person's character that we should know about before we offer him/her a position? _____		
	_____ Yes _____ No If yes, please explain: _____		

Please check the appropriate column rating the following:	Below Average	Average	Above Average
Initiative – Has the quality of seeing what needs to be done and is judicious in doing it with or without directions.			
Ability to work with others – Has a cooperative and open-minded attitude in working with others in the solution of mutual problems. Respects the opinions, abilities and contributions of others.			
Reliability – Is consistent, dependable, and accurate in carrying responsibilities to a successful conclusion.			
Demonstrates knowledge of the subject area – Uses accurate, up-to-date information, establishes relationships among facts, concepts, principles and skills, uses multiple representations and explanations and responds accurately to student questions.			
Completes job requirements according to established timelines – Completes school reports, attendance reports, grade reports, etc. on schedule.			
Professional attitudes – Participates in activities which improve the status of the profession as a whole and of individual teachers.			
Manages time – Begins work promptly and makes effective use of time.			
Manages student behavior – Establishes classroom rules and procedures, monitors student adherence to rules and procedures, and stops inappropriate behavior using reasonable sanctions.			
Ability to stimulate learning – Maintains a classroom situation which stimulates the maximum growth of individual students.			

Name of Reference: _____	Position: _____
School / Agency Name: _____	Phone Number: _____
Address: _____	
Signature: _____	Date: _____

****References are confidential and must be returned in a sealed envelope.****

“Building a World Class Educational System for Our Children”