

MARION COUNTY BOARD OF EDUCATION  
188 Winchester Drive  
Hamilton, Alabama 35570  
Phone: (205) 921-3191

Information For Making Application For A Teaching Position

Your expressed interest in employment with the Marion County School System is appreciated. The following information is given to explain procedures for making application for teaching positions. The applicant assumes responsibility for ensuring that all required data is on file.

1. An application form is sent to any person who requests it regardless of the vacancies that might exist or the number of applications that may be on file.
2. Please complete the enclosed application form and return it to the Superintendent's office. The application should be filled out completely. Application forms may not be reviewed for employment purposes until all requested data is on file.
3. A resume is suggested with your completed application. You should include copies of any information that will support your application. This information may be, but is not necessarily limited to, recognitions, awards, presentations, media clippings, and examples of innovative student work among others. Include copies only since this material cannot be returned. Also, include a copy of your social security card.
4. Letters of recommendation from your most recent employers and others knowledgeable of you and your skills should be sent to the Superintendent's Office. A minimum of three references is required.
5. Include a copy of your college or university transcripts to this office. Copies of your National Teacher Examination Scores are requested, if available, with your application.
6. Each teacher must have or qualify for a valid Alabama Teaching Certificate. Information regarding certification may be obtained by writing Teacher Certification, State Department of Education, Gordon Persons Building, Montgomery, Alabama 36130. **A COPY OF YOUR TEACHING CERTIFICATE, IF AVAILABLE, MUST ACCOMPANY YOUR APPLICATION. IF NOT AVAILABLE, A LETTER FROM YOUR COLLEGE OR UNIVERSITY STATING THAT YOU HAVE MET ALL REQUIREMENTS FOR CERTIFICATION MUST BE INCLUDED.**
7. Your application will be processed and filed according to teaching field. It will be considered when vacancies occur in the area(s) for which you qualify. Should it be necessary for you to inquire about your application, please state the approximate date that you applied and your teaching field(s).
8. A personal interview is required before final consideration can be given an applicant. Interviews will be conducted only after positions are officially posted by the Board. Only applicants seriously considered for employment based on Employment Application Form Data and References shall be interviewed. The Superintendent or designee shall arrange such interviews.

9. It is the policy of the Board to promote and maintain equal employment opportunity in accordance with applicable laws and regulations with regards to employment, promotions, compensation, training and other areas of employment without regard to age, sex, race, religion, physical handicap, ethnic group or national origin. Candidates for positions with the Board will be selected for employment on the basis of the candidate's qualifications for the position, the candidate's ability to do the specific job.
10. Writing Sample- As a part of the interview process, you are asked to complete a writing exercise in your handwriting at the Board Office. This may be done before or after the interview. When completing your writing sample, you will need to give attention to sentence structure, grammar, punctuation, word usage, etc.
11. Your Application will remain active for a period of no less than 12 months from the date of submission and inactive for one additional year. Applications may remain active for an additional year upon written request by the applicant.
12. A tuberculin skin test is required for all new employees at the employee's expense.

Thank you for your interest in the Marion County Schools.

Please print on high quality paper and return completed application and supplemental materials to the following address.

Applications  
Marion County Board of Education  
188 Winchester Drive  
Hamilton, AL 35570



**GENERAL INFORMATION**

Are you presently employed?  Yes  No

If yes, name and address of present employer \_\_\_\_\_

Are you under contract?  Yes  No

If under contract, what type: Annual/Probationary \_\_\_\_\_ Other \_\_\_\_\_  
(explain) \_\_\_\_\_ Continuing/Tenure \_\_\_\_\_

If under contract can you be released if you are offered another position?  
 Yes  No

If not under contract now, have you ever held a continuing contract in Alabama?  
 Yes  No

If yes, cite school system(s) and date(s) \_\_\_\_\_

If presently employed, why do you wish to change? \_\_\_\_\_

Have you ever been refused tenure or a contract? (If yes, attach additional sheets)  
 Yes  No

Have you ever been discharged or requested to resign from a position? (If yes, explain on back)  
 Yes  No

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain on back)  
 Yes  No

Have you ever had a certificate or license revoked or suspended? (If yes, explain on back)  
 Yes  No

Are there any criminal charges or proceedings pending against you? (If yes, please explain on back)  
 Yes  No

Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or  
rape of a child? (If yes, explain on back)  
 Yes  No

**REFERRAL SOURCE:**

Advertisement/Posting \_\_\_\_\_ Employee \_\_\_\_\_ Friend \_\_\_\_\_ Other (Explain) \_\_\_\_\_

**EDUCATIONAL PREPARATION**

<u>College</u>	<u>Diploma/ Degree</u>	<u>Date of Graduation</u>	<u>Major/Minor</u>
*			
*			
*			
*			
*			

Do you hold an Alabama Teacher's Certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type \_\_\_\_\_ Rank \_\_\_\_\_ Endorsements \_\_\_\_\_

If no, have you applied for a certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Application \_\_\_\_\_

List your Intern/student teaching experiences

School	Address	Date	Supervising Teacher	Grade Level Subjects Taught

List any other special training, qualifications, and experiences in any areas of school or community work.

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## TEACHING EXPERIENCE

List all TEACHING EXPERIENCE for which a teaching certificate was necessary, beginning with the most recent. Do not include substitute teaching, volunteer programs in schools, teacher's aide, etc.

Dates From/to	Name of School	Location	School System Address	Subjects Taught

State work experience other than education. Give addresses and dates of such experience.

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# EXTRACURRICULAR ACTIVITIES

Indicate the number of years experience in the activities listed below. Circle activities you are willing to coach/sponsor.

Extra  
Curricular  
Activities

High School  
Experience

College  
Experience

Contract  
Experience

Football \_\_\_\_\_.

Basket ball \_\_\_\_\_.

Baseball \_\_\_\_\_.

Softball \_\_\_\_\_.

Track \_\_\_\_\_.

Swimming \_\_\_\_\_.

Golf \_\_\_\_\_.

Tennis \_\_\_\_\_.

Volleyball \_\_\_\_\_.

Soccer \_\_\_\_\_.

Cheerleaders \_\_\_\_\_.

Athletic Director \_\_\_\_\_.

Athletic Trainer \_\_\_\_\_.

Honor Society \_\_\_\_\_.

Math/Science \_\_\_\_\_.

Debate \_\_\_\_\_.

Drama \_\_\_\_\_.

Yearbook \_\_\_\_\_.

Newspaper \_\_\_\_\_.

Student Gov't \_\_\_\_\_.

Other \_\_\_\_\_.

## REFERENCES

Please list persons, not related to you, who have observed your work as a teacher, employee, or as a student. Include former Superintendents, principals, supervisors, and instructors on your area of preparation. Information must be current and complete.

<u>NAME</u>	<u>ADDRESS</u>	<u>OFFICIAL POSITION</u>	<u>PHONE</u>

RESPOND TO THE FOLLOWING IN YOUR OWN HANDWRITING. USE ADDITIONAL PAGES WHERE NECESSARY.

1. Identify an instructional issue relative to your area of certification that is a concern to you and describe how you would attempt to solve it.

2. Briefly identify your reasons for wanting to be an educator and teach in the Marion County School System.

My signature below authorizes the school system to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers, educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school system and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Alabama Criminal Justice Information Center of either data on criminal convictions or certification that no data on criminal convictions are maintained, information from the Department of Human Resources and any locality to which they may refer for neglect investigations involving me.

Furthermore, I certify that I have made true and correct statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, falsely answered statement made by me on this application, or any supplement to it, will be sufficient grounds for failure to employ or for my discharge and will constitute a release to the employer for liability should I become employed with the school system.

Date of Application \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

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Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

DATE OF ORIGINAL APPLICATION \_\_\_\_\_