



### SECTION III — EDUCATIONAL & OTHER EXPERIENCE

Report in chronological order, beginning with most recent position, all full-time teaching and administrative experience including teaching in accredited colleges. Report work as a substitute teacher under "Other Work Experience". Continuous experience in one school should be reported on one line.

SCHOOL OR INSTITUTION	TEACHING/JOB ASSIGNMENT	DATES FROM/TO	NO. YRS.	SUPERVISOR

#### MILITARY SERVICE

BRANCH OF SERVICE	DATES FROM/TO	HIGHEST RANK	TYPE OF DISCHARGE

#### OTHER WORK EXPERIENCE

EMPLOYER	JOB TITLE	ADDRESS	DATES FROM/TO	SUPERVISOR

### SECTION IV — PROFESSIONAL PREPARATION

NAME OF SCHOOL	CITY/STATE	DATES FROM/TO	CREDIT OR DEGREE	MAJOR SUBJECT
HIGH SCHOOL				
COLLEGE				
OTHER EDUCATION				

#### STUDENT TEACHING — Will you complete or have you completed student teaching? YES NO If yes:

SCHOOL NAME AND ADDRESS	DATES FROM/TO	SUBJECT OR GRADE LEVEL	NAME OF SUPERVISING TEACHER

If student teaching has occurred within the last 3 years, provide mailing address or phone number of supervising teacher(s) & college supervisor(s): \_\_\_\_\_

## SECTION V — CERTIFICATION

1. Do you presently hold a valid teaching certificate?  Yes  No If Yes:

STATE	CLASS	CERTIFICATION	EXPIRATION DATE	TEACHER NUMBER	GRADE LEVEL

2. Are you Highly Qualified in the field for which you are applying?

Yes  No If Yes, Please attached copy of your letter.

3. If none of the above certificates are valid in the State of Alabama, have you applied for an Alabama teaching certificate?

Yes  No If Yes:

DATE APPLIED	CERTIFICATION

## SECTION VI — PERSONAL AND PROFESSIONAL DATA

1. State reason for leaving your last teaching or administrative position: \_\_\_\_\_

2. Have you acquired tenure in any other Alabama public school system?  YES  NO If yes, list the name(s) of the school system(s) and dates of employment:

\_\_\_\_\_

3. In the last twelve months, how many days were you absent from work? \_\_\_\_\_

4. Are you presently under contract with any other school system?  YES  NO If yes, name system, location and date contract expires: \_\_\_\_\_

5. List any special honors or distinctions you received in college or in your profession: \_\_\_\_\_

\_\_\_\_\_

6. List professional clubs or organizations of which you are a member (you may exclude those of a racial or religious nature):

\_\_\_\_\_

7. List any special interests or hobbies: \_\_\_\_\_

\_\_\_\_\_

8. Check any of the following which you are qualified and willing to direct or coach:

- |   |                                    |  |   |   |
|---|------------------------------------|--|---|---|
| <input type="checkbox"/> Band                 | <input type="checkbox"/> Chorus    | <input type="checkbox"/> Football              | <input type="checkbox"/> School Newspaper | <input type="checkbox"/> Track              |
| <input type="checkbox"/> Baseball             | <input type="checkbox"/> Clubs     | <input type="checkbox"/> Golf                  | <input type="checkbox"/> Soccer           | <input type="checkbox"/> Volleyball         |
| <input type="checkbox"/> Basketball           | <input type="checkbox"/> Debate    | <input type="checkbox"/> Orchestra             | <input type="checkbox"/> Swimming         | <input type="checkbox"/> Yearbook           |
| <input type="checkbox"/> Cheerleading Sponsor | <input type="checkbox"/> Dramatics | <input type="checkbox"/> Playground Activities | <input type="checkbox"/> Tennis           | <input type="checkbox"/> Other (list below) |

9. HAVE YOU EVER (each question must be answered):

A. Failed to have a contract renewed with a school system? ..... YES  NO

B. Broken a contract with a school system? ..... YES  NO

C. Been dismissed from employment with a school system or asked to resign? ..... YES  NO

D. Had a teaching credential denied, revoked or suspended in any state? ..... YES  NO

E. Pled guilty or been convicted of a felony or misdemeanor? ..... YES  NO

(A conviction would not necessarily disqualify an applicant from employment)

F. Received an unsatisfactory performance evaluation from an employer? ..... YES  NO

G. Received a dishonorable discharge from the armed services? ..... YES  NO

H. Been placed on disciplinary probation or suspended from a college or university? ..... YES  NO

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS YES, YOU MUST ATTACH AN EXPLANATION.

## SECTION VII — REFERENCES

*YOUR APPLICATION CANNOT BE GIVEN PROPER CONSIDERATION WITHOUT FULL NAMES, STREET ADDRESSES, CITIES, STATES, ZIP CODES AND TELEPHONE NUMBERS.*

Do you have a placement files?  YES  NO

You must request that your placement file be forwarded to this office if you are a beginning teacher. Please include references even if you have a placement file.

Persons listed as references should be qualified to answer questions concerning your qualifications for the position you seek. Include principals and supervisors under whom you have taught. If you are a beginning teacher include cooperating teacher, college supervisor, and/or major professors. Do not include neighbors, friends or relatives.

REFERENCE		PROFESSIONAL ADDRESS		
1	NAME	SCHOOL OR LOCATION		TELEPHONE ( )
	POSITION	STREET ADDRESS	CITY/STATE/ZIP CODE	
2	NAME	SCHOOL OR LOCATION		TELEPHONE ( )
	POSITION	STREET ADDRESS	CITY/STATE/ZIP CODE	
3	NAME	SCHOOL OR LOCATION		TELEPHONE ( )
	POSITION	STREET ADDRESS	CITY/STATE/ZIP CODE	
4	NAME	SCHOOL OR LOCATION		TELEPHONE ( )
	POSITION	STREET ADDRESS	CITY/STATE/ZIP CODE	

## SECTION VIII — APPLICANT SIGNATURE STATEMENT

By filing application for employment with the Sheffield City Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Sheffield City Board of Education contacting my references, previous employers, physicians, hospitals, schools attended, court officials, and law enforcement authorities. If employed, I agree to abide by all policies as set forth by the Sheffield City Board of Education. I also understand that any misstatement or omission of any information requested shall be a reason for non-employment or dismissal from employment.

The application, transcript, references, and other data are the property of the Sheffield City Board of Education and will not be returned to the applicant.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SPACE RESERVED FOR USE BY SCHOOL OFFICIALS					
	DATE	INTERVIEWER		DATE	INTERVIEWER
1			6		
2			7		
3			8		
4			9		
5			10		