

**Talladega County Schools
Personnel Department
P.O. Box 887
Talladega, AL 35161-0887
Telephone (256) 315-5100 Fax (256) 315-5152**

Dear Applicant:

This is to acknowledge your interest in employment in the Talladega County School System.

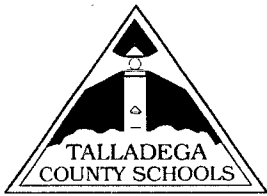
Please complete and return the attached certified application along with requirements listed below to Talladega County Schools. A file will be created upon receipt of your **completed** application, and placed in our active files for consideration in the areas in which you are qualified. Applications are active for one calendar year (January to December). To make an application active for another year we must receive a written request.

A TEACH in ALABAMA application will be accepted when sent with the requirements listed below to the Board Office or e-mailing to Dr. Karen Culver, Personnel Coordinator at kculver@tcboe.org.

We appreciate your interest in the Talladega County School System. You may visit our website www.tcboe.org at any time for a listing of current vacancies.

Please note the following requirements:

- A copy of your Alabama Teacher's Certificate. Pre-graduates or recent graduates may substitute a letter from their college/university certification official.
- A copy of college transcript. If hired, an **official college transcript must be issued directly to Talladega County Schools Personnel Department.**
- **Three (3) reference letters in sealed envelopes. Please download the reference forms.** New teachers should use supervisor or cooperating teacher of student teaching or internship, and professors. Experienced teachers should use former superintendents, supervisors, or principals. Please mail references to the address listed above.
- Approved background check conducted by Cogent Systems
- A valid copy of your Driver's License
- A copy of your Social Security Card
- Highly Qualified Status
- Alabama Prospective Teacher Testing Skill Report
- PRAXIS Score Report



TALLADEGA COUNTY BOARD OF EDUCATION

P. O. Box 887
 Talladega, Alabama 35161-0887
 (256) 315-5100
 www.tcboe.org



INSTRUCTIONS: The applicant should exercise great care in preparing this form. Do not omit any item. Complete the application in **YOUR OWN HANDWRITING**. This information must be on file in the personnel office for an applicant to be considered for certified positions.

NAME: _____ S.S. #: _____
LAST FIRST MIDDLE (MAIDEN)

PRESENT ADDRESS: (Until _____) _____
STREET OR ROUTE CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET OR ROUTE CITY STATE ZIP

Telephone Number _____
 at Present Address: _____ Permanent Address: _____

Cell Phone No. _____ Email Address _____

NAME AND TELEPHONE NUMBER OF SOMEONE KNOWING HOW YOU MAY BE REACHED:

CERTIFICATION:
 Complete the following table and include a copy of your certificate with this application. When completing table below, please list areas in the order in which you would like to be considered. If you do not hold a valid Alabama Teacher's Certificate, have you applied for one? _____ No _____ Yes - When? _____

Areas of Certification	Type	Rank: AA, 1, 2	Expiration Date

Have you been employed in public education for the upcoming academic year? _____ No _____ Yes - If yes-Where?
 Institution: _____ Address: _____

EDUCATION RELATED EMPLOYMENT EXPERIENCE (List most recent first):

NAME OF SCHOOL SYSTEM	NO. OF YEARS	DATES		ASSIGNMENT	REASON FOR LEAVING
		FROM	TO		
		Mo-Yr	Mo-Yr		

STUDENT TEACHING EXPERIENCE (For applicants with three (3) years or less of teaching experience):

Name and Address of School: _____

Grade and/or Subject Taught: _____

Supervising Classroom Teacher: _____

Student Teaching Supervisor (College): _____

COLLEGES AND UNIVERSITIES ATTENDED:

NAME OF COLLEGE OR UNIVERSITY	MONTH & YEAR OF GRADUATION	DEGREE EARNED

RECOGNITION AND HONORS (educational or work related): _____

NON-EDUCATIONAL EMPLOYMENT EXPERIENCE:

OCCUPATION	ORGANIZATION/COMPANY	DATES OF EMPLOYMENT	REASON FOR LEAVING

LAST OR PRESENT EMPLOYER:

Employer: _____

Address of Employer: _____

Position Held: _____ Date of Employment: _____

If Applicable, Reason Employment Terminated: _____

Your application will not be included in the active file until the following items are received by this office:

1. A copy of your Alabama Teacher's Certificate. Pre-graduates or recent graduates may substitute a letter from their College/University Certification Official.
2. A copy of your complete official college transcript with degree posted.
3. Three references in sealed envelopes. (Please use enclosed forms.)
Teachers with experience should ask for references from former supervisors.
Teachers with no experience should ask for references from college professors, student teaching supervisors, or send a placement file from the college.
References become the confidential property of the Talladega County Board of Education for official use only.

WRITING SAMPLE:

Please complete a short autobiography in *your handwriting*, including an explanation of why you have chosen to become an educator.

REFERENCES (minimum of three (3)):

List persons from whom you will request references. Please use the enclosed reference forms. If your University Placement Office file contains this information, you may have it sent to our Personnel Office. You should include the following individuals:

1. Your last supervising principal if you have taught previously;
2. Your student teaching supervisor if you have three years or less teaching experience;
3. Your supervising classroom teacher in student teaching if you have three years or less teaching experience;
4. Any person having previously served in a supervisory capacity having knowledge of your performance potential for teaching or for the type of job for which you are applying; or
5. College professors under whom you have taken courses.

NAME AND COMPLETE ADDRESS	INSTITUTION AND POSITION HELD	TELEPHONE NUMBER

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (other than a traffic violation), A FELONY OR ANY OTHER OFFENSE INVOLVING MORAL TURPITUDE? _____ Yes _____ No If yes, explain:

"I authorize the Talladega County Board of Education to investigate all statements made in this application, and I hereby release from liability all persons, institutions or employers supplying any information concerning me. The information in this application is accurate to the best of my knowledge. I understand that inclusion of false or misleading statements will void my application and may be grounds for termination. If I am officially employed, I understand that my original Alabama Teacher's Certificate, an official college transcript, verification of teaching experience, a record of transferable sick leave, and results of a background check must be provided to the Talladega County Board of Education."

Signature of Applicant: _____ Date: _____

AN APPLICATION IS VALID FROM JANUARY 1 TO DECEMBER 31. A WRITTEN REQUEST IS REQUIRED TO REACTIVATE AN APPLICATION FOR UP TO ONE ADDITIONAL YEAR.

All applicants with a current and complete application on file will be given consideration for all vacant positions for which they are qualified.

No person shall be denied employment in, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, age, race, religious belief, national origin, ethnic group or disability.

Return To: Personnel Office Talladega County Board of Education P. O. Box 887 Talladega, Alabama 35161-0887
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