

Date Received _____
Initial _____
FOR OFFICE USE ONLY



Elbert County School District

50 Laurel Drive
Elberton, GA 30635
Phone: (706) 213-4000 Fax: (706) 283-6674

APPLICATION FOR PROFESSIONAL EMPLOYMENT

(Includes Teacher, Administrator and other certificated positions)

INSTRUCTIONS: Complete (please type or print) all selections accurately to facilitate processing your application. The following information is required before an application is considered complete: three references or college placement file, **official** transcripts of course work at **all** colleges and universities, and a signed background check consent form. **File will remain active for two years. At your written request, your file will remain active one additional year.**

Date: _____ Date Available to begin employment: _____ Are you interested in substitute teaching? _____

1. PERSONAL DATA

Applicant's Name: _____ Social Security Number _____
Address: _____
Street City State Zip Code
Contact Information: _____
Home Phone Cell Phone Email Address

2. EMPLOYMENT REFERENCES

Are you currently employed? YES NO If YES, May we contact your current employer for validation? YES NO
Are you currently under contract with another school district? YES NO If YES, school year? _____
Position(s) Desired: Full-time Teacher Part-time Teacher Administrator Other _____
List Preference(s): Grade/Subject _____
List sports/club activities you would be willing to coach/sponsor. (Attach coaching experience resume)

6. EMPLOYMENT

List all employment in chronological order, beginning with your current employment. Please do not write "See Resume" in this area. Attach additional pages if necessary. (Include military experience and a copy of discharge papers.)

Position (Grade/Subject)	Dates (From - To)	Name/Address of Employer	Supervisor's Name	Telephone	School District/State

7. REFERENCES

List three former supervisors or college teachers from whom you will request references. (Forms are in the application package.) Applicants with teaching experience are required to send reference forms to former employing principal(s), instructional supervisors, and department head(s). Three professional references are required, including two (2) most recent supervisors. If your placement file contains references from your supervising teacher, supervising principal, college supervisor and major professor, it is not necessary to send reference sheets to those individuals. **It is your responsibility to request your college placement file, transcripts and other references.**

Name and Title	Address	City, State, Zip	Phone

8. OTHER DATA

Give name, address and telephone number of a person who can be contacted on your behalf in the event of an emergency:

Are you currently under contract with another school district? YES NO N/A

If YES, Date Contract Expires: _____

List special honors won in college and/or your profession: _____

Knowledge/Proficiency in Foreign Language? (Please List) YES NO Technology YES NO

I further understand that the information obtained from the criminal background check may be used in employment decisions.

I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.

DATE: _____ SIGNATURE OF APPLICANT: _____

The Elbert County School System does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, handicap, or disability in its educational programs, activities, or employment practices. Inquiries or concerns regarding Title VI or Title IX regulations may be directed to the Director of Human Resources at the address on the first page of this application.