



Long County Schools

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Board Members
Florence Baggs
Julie Dawson
Dennis DeLoach, Vice-Chair
Linda DeLoach
Carolyn Williamson, Ed.D, Chair

The mission of the Long County School System is to ensure a quality education for all students by providing an effective learning environment where students have the opportunity to be challenged and academically successful.

Dear Applicant:

Thank you for your interest in the Long County School System. We are delighted that you are considering our school system. We believe you will find Long County to be a wonderful place to live, work, and educate children.

In order for your application to process in a timely manner, it is essential that you follow these guidelines:

Complete **all of the areas** on the application. The following information must be submitted before your application will be considered complete:

- Official transcripts of course work at all colleges and universities (diploma not sufficient).
- A brief personal resume outlining your educational preparation and previous work experience is recommended but cannot be accepted in lieu of completing any section on this application.
- Copy of current Georgia and/or other teaching certificates or documentation showing eligibility for a Georgia certificate.
- Copy of applicable GACE test results if requested.

Your application will be kept on file for one year. You must provide name, address, and/or telephone number changes **in writing** to our office. Current contact information is extremely important so we can reach you for an interview.

Your application file will be made available to principals; therefore, it is not necessary for you to call or visit schools. Principals will select and contact applicants of their choice. You may call the Long County Board of Education Central Office to check the status of your application file at (912) 545-2367.

If you have any questions regarding the application procedures, please do not hesitate to call.

Sincerely,

J. David Edwards
Superintendent

LONG COUNTY SCHOOL SYSTEM

CERTIFIED STAFF APPLICATION FOR EMPLOYMENT

For Office Use Only:

____ Transcripts
____ Application Complete
____ Background Clear
____ Fingerprint Complete
____ BOE Approved: _____
____ I-9 Complete
____ Clearance Certificate

DIRECTIONS

Thank you for your interest in the Long County School System. All prospective employees must have an application on file in the Central Office. Applications must be complete before an applicant will be considered for employment.

The following information must be submitted before an application will be considered complete:

1. Transcript(s) of course work from all colleges and universities attended.
2. Copies of current teaching certificates and Georgia Teacher Certificate Test (TCT), GACE, or Praxis II scores, if requested.

Once activated, applications will remain on file for one year. It is the responsibility of the applicant to notify the Long County Board of Education for the application to remain active for a longer period of time and to update the information in the application file. All communication should be addressed to: Personnel Office, Long County Board of Education, P.O. Box 428, Ludowici, Georgia 31316. You may call (912) 545-2367 if you have questions or to check the status of the application to insure that all requested information has been received.

When position vacancies occur, the position will be advertised and interviews will be scheduled from the applications on file. Applications are accepted on an ongoing basis.

PERSONAL

Full Name: _____
Last First Middle

Preferred Name: _____ Social Security Number: _____ - _____ - _____

E-Mail Address: _____

Address: _____
Street # or PO Box or Apt. # City State Zip Code

Phone Number: Home (____) _____ Work (____) _____ Cell (____) _____

POSITION

List all positions for which you wish to apply and are qualified, in order of preference.

Position 1 _____ Position 3 _____

Position 2 _____ Position 4 _____

List the grade level(s), subject area(s), or school preference, if applicable:

Date Available for Employment: _____

THE LONG COUNTY BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, SEX, RELIGION, CREED, NATIONAL ORIGIN, AGE OR DISABILITY.

PROFESSIONAL CERTIFICATION

Do you currently hold an active Georgia Professional Educator Certificate? Yes No

If not, have you applied for a certificate/Certificate of Eligibility? Yes No

Date Applied: _____ Field: _____

If yes, please provide the following information:

	Certificate Type	Field	Effective Date	Expiration Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

If you presently hold or have ever held an out-of state teaching certificate, give the following information:

TYPE	FIELD	EXPIRES	CERTIFICATE #	STATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EDUCATION

List all colleges and universities attended beginning with the most recent.

College/University	City	State	Dates Attended	Graduation Date	Degree Earned	Major
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Official transcripts from each college attended required prior to being recommended for employment.

Student Teaching Experience

System/State: _____ School: _____

Grade Level: _____ Subject Area: _____

Supervising Professor: _____ Supervising Teacher: _____

College or University: _____ Quarter/Semester & Year Completed: _____

EDUCATION WORK EXPERIENCE

Report in chronological order, beginning with the most recent position, all teaching and/or administrative experience whether in a public or private school, college or university. Report continuous work experience once. Work as a substitute teacher should be reported under "Other Work Experience."

From _____ to _____ Total years _____ System _____ School _____
Mo. Yr. Mo. Yr.

Address _____ City _____ State _____ Zip _____ Phone _____

Assignment _____ Supervisor _____

From _____ to _____ Total years _____ System _____ School _____
Mo. Yr. Mo. Yr.

Address _____ City _____ State _____ Zip _____ Phone _____

Assignment _____ Supervisor _____

From _____ to _____ Total years _____ System _____ School _____
Mo. Yr. Mo. Yr.

Address _____ City _____ State _____ Zip _____ Phone _____

Assignment _____ Supervisor _____

From _____ to _____ Total years _____ System _____ School _____
Mo. Yr. Mo. Yr.

Address _____ City _____ State _____ Zip _____ Phone _____

Assignment _____ Supervisor _____

Please provide a copy of your evaluation for last year including your summative evaluation and supporting documentation.

OTHER WORK EXPERIENCE

List all full-time non-teaching employment and any special training which will contribute to your success as a teacher. (Do not list summer jobs unless they are significant to your application.)

Employer	Job Title	Address	Dates(from/to)	Supervisor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Military:

Branch: _____ Dates: _____ Highest rank: _____ Type of discharge: _____

PROFESSIONAL REFERENCES

Even if you have a college placement file, please list three references below. These should be professional references. Be sure to include your former principals and supervisors if you are an experienced educator. For beginning educators, include previous work supervisors, college supervisors, student teaching supervisor and/or major professors. **Do not include neighbors, friends, or relatives.** Phone interviews will be conducted with these references.

Name _____ Position _____ Email _____

Business phone _____ Home phone _____ Address _____

Name _____ Position _____ Email _____

Business phone _____ Home phone _____ Address _____

Name _____ Position _____ Email _____

Business phone _____ Home phone _____ Address _____

PERSONAL DATA

List special honors earned during college and/or your profession: _____

Circle all of the following for which you are interested in directing or coaching: Yearbook, Band, Chorus, Debate, Drama, Clubs, Cheerleading, Football, Baseball, Soccer, Basketball, Softball, Golf, Track, Cross Country, Other: _____

Have you taught sufficient years in any other Georgia public school system to acquire tenure under the Georgia Fair Dismissal Law?
___Yes ___No If yes, give system name and dates: _____

Are you presently under contract with another system? ___Yes ___No
If yes, system name and date contract expires: _____

Are you a citizen of the United States of America? ___Yes ___No If not, you must furnish a copy of your Permanent Residency Permit or other document allowing you to legally work in this country.

Have you ever: **(If the answer to any of the following is YES, an explanation MUST be attached.)**

Failed to have a contract renewed?	___Yes___No
Surrendered a teaching certificate/credential/license/permit, or had one denied, revoked, or suspended in any state or is there any investigation or adverse action now pending against you?	___Yes___No
Broken a contract with a school system?	___Yes___No
Been dismissed from employment with a school or been asked to resign?	___Yes___No
Been placed on disciplinary probation or suspended from a college or university?	___Yes___No
Received an unsatisfactory annual performance evaluation as a teacher?	___Yes___No
Resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral or unprofessional conduct, or are you under investigation for any such charge?	___Yes___No
Been arrested or convicted of a felony or misdemeanor, including pleading nolo contendere, or are you now under investigation for any such offense, other than a minor traffic offence? (DUI, DWI, BUI, BWI must be reported)	___Yes___No

***Failure to accurately disclose information will be considered a violation of the Georgia Code of Ethics for Educators.**

PERSONAL STATEMENT

Write a brief statement summarizing why you are interested in employment with the Long County School System.

SIGNATURE

Notice: The furnishing of false or misleading information or the intentional withholding of material facts, including facts concerning one's criminal record, will constitute grounds for non-employment or immediate termination of employment.

I understand and agree to a criminal background check as provided by Georgia Law, the policies and rules of the State Board of Education and the Long County Board of Education. I agree to be fingerprinted by the appropriate law enforcement officials, and I agree to sign the forms which the law enforcement agency may require me to sign consenting to a criminal record check through the National Crime Information Center and the Georgia Crime Information Center. I understand I may be issued only a temporary contract of employment pending the outcome of a criminal records check.

I authorize and request any former employer, superintendent of schools or designee, and immediate supervisor to furnish any information and opinions concerning the performance of my duties, including any evaluation of my performance, and the circumstances of my leaving that employment to the superintendent of schools or designee of this school system. I understand and agree that the information and opinions furnished will be confidential. By signing and submitting my application to the Long County School System, I grant a release of information and permission for the LCBOE to request evaluation documentation from previous school systems in which I have been employed to include all Teacher Keys Evaluation System (TKES) and Leader Keys Evaluation System (LKES) information.

By filing an application for employment with the Long County School System, if employed, I agree to abide by all the policies as set forth by the Long County Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Long County School System contacting my references, previous employers, schools attended, court officials, and law enforcement authorities. 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 Long County Board of Education and will not be returned to the applicant.

APPLICANT'S SIGNATURE _____ DATE _____

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize the Long County School System to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

_____ Full Name (print)

_____ Address

_____ Sex _____ Race _____ Date of Birth _____ Social Security Number

_____ Signature

_____ Date

Special employment provisions (check if applicable):

- Employment (Purpose code 'E')
- O.C.G.A § 20-2-211.1
- O.C.G.A. § 35-3-34.2 (1)

One of the following must be checked:

- This authorization is valid for 90/180/_____(circle one) days from date of signature.
- I, _____ give consent to the Long County School District to perform periodic criminal history background checks for the duration of my employment with this company.