

Baldwin County Board of Education

P.O. Box 1188
 110 North ABC Street
 Milledgeville, Georgia 31059
 Ph. (478) 453-4176 Fax (478) 457-3327
www.baldwin-county-schools.com

APPLICATION FOR EMPLOYMENT- INSTRUCTIONAL

Name _____ Date _____
Last First Middle

Present Address _____
No. & Street / P.O. Box

_____ City State Zip

Permanent Address _____
No. & Street / P.O. Box

_____ City State Zip

Phone _____
(Area Code)

Social Security Number _____

Pursuant to Section 7 of the Privacy Act of 1974, 5 U.S.C. §.4 552(a) (note) you are hereby notified that this application requests your social security number. The disclosure of your social security number is mandatory for the following purposes: (1) Performing a criminal background check pursuant to O.C.G.A. 435-3-30 et. Seq.; (2) If hired, for purposes of tax collection pursuant to 42 U.S.C. §.405. The disclosure of your social security number is optional, not mandatory or the following purposes: verification of identity, employment eligibility, previous work experience or your identity on your recommendation form or for EEO record keeping, reporting or other legal matters.

Certification

State	Kind of Certificate	Subjects Covered	Date of Expiration

Include a copy of any current or prior teaching certificate(s) held

PRAXIS/TCT Results

Subject	Score	Date Passed

Include a copy of your results

If you do not presently hold a valid Georgia Teaching Certificate, have you applied for one?
 Yes _____ No _____ Date applied for _____

Have you previously held a probationary or provisional Georgia Certificate? Yes _____ No _____ (if yes, attach explanation)

If your application is for elementary school, list grades in order of preference: a. _____ b. _____ c. _____

If your application is for middle grades, list grades in order of preference and subject(s) in which you are highly qualified:
 a. _____ b. _____ c. _____

If your application is for secondary, list fields in which you are certified (or certifiable) in order of preference:
 a. _____ b. _____ c. _____

If your application is for special education, list areas in which you are certified (or certifiable).

Educational Background

Name of School	Address of School	Dates Attended	Major	Degree
High School				
College Undergraduate				
College Graduate				
Other				

Teaching Experience

Name of School	Address	Grade/Subject	Dates of Employment		Number of Years
			From	To	

Include annual evaluation summary pages for most recent 3 years of employment

TOTAL YEARS _____

Student Teaching

Name of School	Address	Name of Supervising Teacher/Principal	Grade/Subject	Date Completed

Military Experience

Branch of Service	Dates of Service		Length of Service Months/Years	Highest Rank	Type of Discharge
	From	To			

Other Work Experience

Position	Firm or Agency	Address	Date of Employment	
			From	To

Honors and Interests

List any special honors received in college and/or professionally: _____

List clubs or organizations of which you are a member: _____

List special interests or hobbies: _____

References

Even if you have a college placement file, please list five references below. These should be persons qualified to give information to show your competence for the position you are seeking. If you are an experienced teacher you must include your former principals and supervisors. For beginning teachers, include college supervisors, student teaching supervisors and major professors. Please list the individuals in order of preference whom you would most like us to ask for a recommendation.

Do Not Include Neighbors, Relatives or Friends

Name	Position	Address	Telephone	
			Home	Business

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

I understand that my application is not complete until transcripts of my college work, recommendations and all supporting documents are submitted to the office of human resources. I also understand the application, transcripts, references, and other data are the property of the Baldwin County Board of Education and will not be returned.

Applicant's Signature _____ Date _____

All persons employed in the Baldwin County Schools must be approved by the Baldwin County Board of Education. Therefore, no employment is official until it has been confirmed at a meeting of the Board of Education. Applications are kept in our active file one year from the date of the application. It is the responsibility of the applicant to re-apply after that time.

It is the policy of the Baldwin County Board of Education not to discriminate on the basis of age, sex, race, religion, national origin, or handicap in its educational programs, activities, or employment practices.