



CLARKE COUNTY SCHOOL DISTRICT
Athens, Georgia

James H. Simms
Superintendent

Robert Bierly
Assistant Superintendent of Human Resources

Sylvia Wilson
Director of Personnel

Eric Keese
Director of Safety & Risk Management,
Recruitment and Retention

Dear Applicant:

On behalf of the Clarke County School District, I wish to thank you for your interest in becoming part of our educational family. Our goal is improving academic achievement for every student in every classroom. In pursuit of this goal, the district focuses on the educational needs of our students, provides students with diverse and challenging programs, employs the highest quality staff, creates a climate where everyone can learn, and continually aspires to greatness. Through these processes our schools are continuously working to meet the changing needs of our diverse learning community.

We encourage you to complete the application packet and return it to the address above. Once your completed application is received, we will carefully review your credentials and you will be given every consideration for employment. Your application will become the property of the Clarke County School District and will be kept on file for one year. If you would like for it to remain on file for a longer period of time please submit a request in writing each year.

Once again, thank you for your interest. I look forward to receiving your application and discussing your possible future with us.

Sincerely,

Mr. Robert Bierly
Assistant Superintendent of Human Resources

Attachments

The Clarke County School District 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 below.

CLARKE COUNTY SCHOOL DISTRICT

Helpful Hints for Ensuring Timely Processing of Your Application

- Complete **all of the areas** on the application. If all items are not completed and your application is not signed, it will be returned to you for completion.
- You must provide any changes in name, address, and/or telephone number **in writing** to our office. We often are unable to reach candidates for interviews due to incorrect contact information in our files.
- Fill in all response spaces (including the expected month, day, and year of graduation).
- Include your Social Security number on ALL documents sent to us. A copy of your social security card will be required if you are offered a position with the Clarke County School District.
- Write or print neatly to ensure that the document can be easily read.
- Your file is active for 1 year. At your written request, your file will remain active for one additional year.
- Since all certified employees must possess a valid Georgia certificate in the field in which they are employed, you must obtain a certificate. Please indicate clearly (anywhere in block 3) certification fields you have or plan to apply. Attach a copy of all current certificates, test scores, and any correspondence from the Georgia Professional Standards Commission.

References: A minimum of three is required

- Please ensure that the individuals who submit references for you print their names legibly. References must be signed. References must be work related from current or former supervisors, supervising teachers, major professors.
- As indicated on the application, references in your college placement file may be used to complete your application. However, it is preferred that references be submitted on the preprinted forms provided in the application package.
- Please be aware that we cannot send copies of your references to you or anyone else who is not authorized to receive them. All references are confidential and will not be released by our office.

Transcripts:

- We must have **official** transcripts from each institution you attended in order to complete your file. A final transcript is one that clearly indicates that you have graduated, the **date** the degree was awarded, and the **degree type**. Only one copy of each transcript is required.
- A resume cannot be accepted in lieu of the completed application; however, we encourage you to enclose a resume. Fill in all response spaces (including the expected month, day, and year of graduation).

To be considered for the position you desire to teach:

- We first look at your certification to determine your **qualifications**. We then look at your **education background** (your **major**, **minor**, and **degree type**). Next we look at your **requested grade level and subject**. For example, if you want to specifically teach mathematics, but are not certified to teach it, we **cannot conclude that you are qualified** for the position. Your written expression and ability to follow directions is also noted. Finally, we look at and give strong consideration to your **references** and **criminal background check information**. References and background checks are considered to be extremely important.
- It is helpful that you provide specifics to narrow down your selection. For example, if you want specifically to teach hearing impaired, you should not simply indicate special education. Rather, you should identify the specific areas in which you are certified (e.g., LD, HI, EBD, or Interrelated.)
- The Clarke County School District does not conduct prescreening interviews; principals select and contact candidates of their choice. When your application is complete, you may contact principals via email.



CLARKE COUNTY SCHOOL DISTRICT

Application for Certificated Positions

(Includes Teacher, Administrator and other certificated positions)

Return To:
Human Resources
Clarke County School District
240 Mitchell Bridge Road
Athens, GA 30606
(706) 546-7721, 18226

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 one year. 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 _____
Last First Middle
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 current employer be contacted 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)

3. GEORGIA CERTIFICATION INFORMATION

Do you have a Georgia Certificate? ___ NO ___ YES ___ Copy attached
If YES: _____
Type Field(s) Expiration Date
If NO: Application has been made ___ NO ___ YES (Please enclose copies of any test scores and GAPSC correspondence.)
Do you have an out-of-state certificate? ___ NO ___ YES _____
State Field(s) Expiration Date

4. COLLEGE EDUCATION

Transcripts to be received from:	Major	Minor	Degree Date	Degree Type

5. 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

6. EMPLOYMENT

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

POSITION Grade/Subject	DATES To - From	TOTAL Years	SUPERVISOR'S NAME	TELEPHONE	SCHOOL DISTRICT/ORGANIZATION /STATE

7. INTERNSHIPS/STUDENT TEACHING EXPERIENCE

School	Dates	Grade(s) Subject	No. Weeks	Supervising Teacher

Applicants who do not have teaching experience are required to furnish a reference from supervising teacher.

8. OTHER DATA

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

Are you currently under contract with another school district? _____ 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

Are you legally eligible to work in the United States? _____ Yes _____ No

9. BACKGROUND INFORMATION

Each of the following questions must be answered with a "yes" or "no." If any answer is "yes," please attach an explanation and include final disposition of investigations.	Yes or No
1. Have you ever failed to have a contract renewed?	
2. Have you resigned in order to avoid contract non-renewal?	
3. Have you ever had a teaching credential denied, revoked, or suspended in any state	
4. Have you ever been found guilty, entered a plea of <i>nolo contendere</i> , been granted first offender treatment without adjudication of guilt, been placed under a court order whereby an adjudication or sentence was otherwise withheld for any misdemeanor involving moral turpitude or for any felony, or is any charge currently pending against you, including issuance of a bad check? (Excluding minor traffic offenses.)	
5. Have you ever been investigated for any act of alleged discrimination including: discrimination on account of race, color, gender, religion, age, national origin, or handicapping condition?	
6. Have you ever received a dishonorable discharge from the armed services?	
7. Have you ever been investigated for allegations of sexual harassment?	
8. Have you ever been accused and investigated for a crime of child abuse or physical abuse?	

10. ORIGINAL STATEMENT

In your own handwriting, write a paragraph explaining why you are uniquely qualified for a position with the school district.

By filing an application for employment with the Clarke County Board of Education, I understand that any misrepresentation or omission of facts on the application may be cause for termination. If employed, I agree to abide by all the policies as set forth by the Clarke County Board of Education. **As an applicant, I understand that I am subject to a criminal background check, which includes the requirement for fingerprinting.**

Signature of Applicant _____ Date _____

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CLARKE COUNTY SCHOOL DISTRICT

APPLICANT DATA SURVEY

Explanation

The Clarke County School District 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.

In an effort to comply with requirements regarding governmental record keeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Please be advised that your survey is considered confidential. It will not be used in a hiring decision nor will it be kept in your applicant file.

This form is to be completed by all applicants. It is not for interview purposes and will be removed from the application file by the employer and processed separately.

Thank you for your willingness to complete the following and your interest in the Clarke County School District!

Please complete all areas

Date ____/____/____

Last 4 digits of your Social Security # _____

Position(s) applied for _____

Check one _____ Male _____ Female

Date of Birth ____/____/____

Check one of the following race/ethnic groups:

_____ Hispanic _____ Black _____ White _____ Multiracial

_____ American Indian/Alaskan _____ Asian/Pacific Islander _____ Other: _____

Please list all recruitment fairs you attended where CCSD was present:

1. _____

2. _____

3. _____

4. _____

How did you hear about us? Check all that apply.

Dept. of Labor Clarke County School District Website Newspaper: _____

Radio: _____ College/University: _____ Job Board: _____

Other _____
i.e. magazine, CCSD employee . . .

i.e. TeachGeorgia, Careerbuilder . . .

**CLARKE COUNTY SCHOOL DISTRICT
CERTIFICATED PERSONNEL**

Confidential Reference Form

Please Return To:

Clarke County School District
Human Resources
240 Mitchell Bridge Road
Athens, GA 30606
Fax (706) 357-5383

Applicant Name _____
Social Security Number _____
Applying for Position as _____

I hereby give my permission to my previous employers, supervisors or teachers/professors to complete this form as it relates to my former position. I understand the information supplied is confidential and will not be shared with me. I waive all rights of examination.

Applicant Signature _____ Date _____

The person named has applied for a position in the Clarke County School District and has listed you as a reference. Your evaluation will be a service to this office, the applicant and the children in our system. Please note that your evaluation will NOT be shared with the applicant.

PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT

Please complete this section and submit as quickly as possible. Please check in the appropriate column the factors about which you have adequate knowledge. Rate the applicant in relation to all employees or individuals you have known and/or supervised.					
QUALITIES	Superior Top 5 %	Above Average Next 20%	Average Middle 50%	Below Average Lower 20%	Not Observed
Exhibits positive attitude					
Exhibits tact and self-control					
Exhibits initiative					
Demonstrates industry and effort					
Uses appropriate verbal communication skills					
Uses appropriate written communication skills					
Demonstrates competency in subject matter					
Demonstrates effective teaching strategies					
Relates to students in an appropriate manner					
Completes assigned tasks promptly and accurately					
Maintains appropriate classroom management and discipline					
Cooperates with school officials					
Cooperates with faculty and other staff					
Overall evaluation					

Describe applicant's attendance and punctuality record _____

What is/was your association with applicant? Supervisor _____ Other _____

Organization Name and Location _____

My title when I supervised applicant was: _____ Would you rehire this applicant? Yes _____ No _____

Is applicant currently under contract with your school district? Yes _____ No _____ Release Date _____

General remarks or additional comments regarding points of strength or areas for improvement: _____

Title _____ Print or Type Name _____ Telephone Number _____

Street Address _____ City and State _____ Zip Code _____

Signature _____ Date _____

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General remarks or additional comments regarding points of strength or areas for improvement: _____

Title _____ Print or Type Name _____ Telephone Number _____

Street Address _____ City and State _____ Zip Code _____

Signature _____ Date _____

CLARKE COUNTY SCHOOL DISTRICT POLICE DEPARTMENT

ACP-F-140
Form Number

RELEASE OF CRIMINAL HISTORY CONSENT FORM

S I, _____
 U Last Name First Name Middle
 B Social Security Number Height Weight Eye Color Hair Color
 J Date of Birth Race Sex Telephone Number
 E Street Address City State Zip Code
 C
 T

A AUTHORIZE: CLARKE COUNTY SCHOOL DISTRICT POLICE DEPARTMENT
 U Name of Agency
 T
 H CCSD Human Resources or CCSD Police Department Personnel
 O Name of Person to Pick Up Record
 R
 I Clarke County School District, 240 Mitchell Bridge Road
 Z Street Address of Agency
 E
 D Athens Georgia 30606 (706) 546-7721 ext. 18482
 City State Zip Code Telephone Number

A to receive my criminal history record from the Clarke County School District Police Dept. State of Georgia law enforcement
 G officials, or any other enforcement officials, local, state or federal, who the Clarke County School District (CCSD) Human
 E Resources Office may wish to contact. I understand that employment decisions may be based upon information the CCSD
 N obtains. I give my continuing permission for the CCSD Human Resources Office to access such information throughout the
 C course of my employment at any time the CCSD deems necessary. I understand that my continuing employment with the
 Y CCSD can and will be determined by what information the CCSD receives or acquires. I do hereby affirm that any such
 acquisition of information by the CCSD prior to or during my employment is not an invasion of my privacy, violates none of
 my rights under the laws, federal or state, and I do hereby understand the reason and necessity for the CCSD to have access to
 such information.

 Signature Date

NOTICE: UNLESS ALL BLANKS ARE COMPLETED ON THIS FORM, NO INFORMATION WILL BE RELEASED.
 THIS FORM WILL BE NOTARIZED BY PERSONNEL AT CLARKE COUNTY SCHOOL DISTRICT.

N
 O SWORN TO AND SUBSCRIBED BEFORE ME:
 T
 A THIS _____ DAY OF _____, 20____
 R
 Y

 NOTARY PUBLIC



Falsification or Misrepresentation on Job Application

The Clarke County School District wishes to inform all potential new employees that it is very important that all questions on the application be answered truthfully and to the best of their knowledge.

If you have been arrested, charged with, or convicted of a felony or misdemeanor anytime in the past, your criminal background check will reveal this. If you have not responded truthfully to this question or any other question on the application, you may be immediately terminated or not employed with the Clarke County School District.

If there is a possibility that you have had an arrest, charge, or conviction in the past and failed to indicate such, you may do so now. Provide a written explanation including the charge, conviction, sentence received and the date.

Arrest(s) or conviction(s) _____ Yes _____ No

Explain below:

Please sign below and return to Human Resources.

Signature

Date