

# FRANKLIN COUNTY BOARD OF EDUCATION

PO BOX 610—500 COFFEE AVENUE NE  
RUSSELLVILLE, AL 35653  
PHONE: (256) 332-1360 -- FAX (256) 331-0069

## Information for Making Application for a Teaching Position

Your expressed interest in employment with the Franklin County School System is appreciated. The following information is given to explain procedures for making application for teaching positions. The applicant assumes responsibility for ensuring that all required data is on file.

1. An application form is sent to any person who requests it regardless of the vacancies that might exist or the number of applications that may be on file.
2. Please complete the attached application form and return it to the Superintendent's Office. The application should be filled out completely. Application forms may not be reviewed for employment purposes until all requested data is on file.
3. Attach resume to completed application.
4. Copy of social security card, driver's license and fingerprint background clearance is necessary.
5. Letters of recommendation from your most recent employers and others knowledgeable of you and your skills should be sent to the Superintendent's Office. A MINIMUM of three references required.
6. Include your official college or university transcript(s) showing names of each course, course number and the grade earned in the course. Copies of your National and/or Alabama Teacher Examination scores are requested, if available, with your application.
7. Each teacher must have or qualify for a valid Alabama Teaching Certificate. Information regarding certification may be obtained by writing Teacher Certification, State Dept. of Education, Gordon Persons Building, Montgomery, Alabama 36130. **A COPY OF YOUR TEACHING CERTIFICATE, IF AVAILABLE, MUST ACCOMPANY YOUR APPLICATION. IF NOT AVAILABLE, A LETTER FROM YOUR COLLEGE OR UNIVERSITY STATING THAT YOU HAVE MET ALL REQUIREMENTS FOR CERTIFICATION MUST BE INCLUDED.**
8. Your application will be processed and filed according to teaching field. It will be considered when vacancies occur in the area(s) for which you qualify. Should it be necessary for you to inquire about your application, please state the approximate date that you applied and your teaching field(s).
9. Interviews will be conducted only after positions are officially posted by the Board. Only applications seriously considered for employment based on Employment Application Form Data and References shall be interviewed. The Superintendent or designee shall arrange such interviews.
10. It is the policy of the Board to promote and maintain equal opportunity in accordance with applicable laws and regulations with regard to employment, promotions, compensation, training and other areas of employment without regard to age, sex, race, religion, physical handicap, ethnic group, or national origin. Candidates for positions with the Board will be selected for employment on the basis of the candidate's qualifications for the position, and the candidate's ability to do the specific job.
11. Your application will remain active for a period of no less than 24 months from the date of submission, and inactive thereafter. Applications may remain active for an additional year upon written request by the applicant.
12. Attach copy of Lee vs. Macon certificate or documentation.

# Franklin County Schools

**P.O. Box 610  
500 Coffee Avenue NE  
Russellville, Alabama 35653  
(256) 332-1360 Fax (256) 331-0069**

## **Application for Employment Certified Personnel**

*\*\*Please attach a copy of your resume and college transcripts (if applicable)*

| PERSONAL DATA                       |        |                 |  |
|-------------------------------------|--------|-----------------|--|
| Name:                               |        | Date:           |  |
| Mailing Address:                    |        |                 |  |
| City:                               | State: | Zip Code:       |  |
| Telephone Number(s): Cell-<br>Home- |        | Social Sec. No: |  |
| E-Mail Address:                     |        |                 |  |

| CERTIFICATE INFORMATION |      |                     |               |              |
|-------------------------|------|---------------------|---------------|--------------|
| Rank*                   | Type | Area of Endorsement | Date of Issue | Valid Period |
|                         |      |                     |               |              |
|                         |      |                     |               |              |
|                         |      |                     |               |              |
|                         |      |                     |               |              |

\*Rank A= Sixth Year Program (Class AA)      Rank 1=Master's Degree (Class A)      Rank 2=Bachelor's Degree (Class B)

| POSITION, GRADES OR SUBJECTS FOR WHICH YOU ARE APPLYING |
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## EDUCATION AND PROFESSIONAL TRAINING

|                      |                 |                     |
|----------------------|-----------------|---------------------|
| <b>High</b>          | School:         | Location:           |
|                      | Dates Attended: | Year of Graduation: |
| <b>Undergraduate</b> | College:        | Location:           |
|                      | Major(s):       | Minor:              |
|                      | Dates Attended: | Degree:             |
|                      | College:        | Location:           |
| <b>Graduate</b>      | Major(s):       | Minor:              |
|                      | Dates Attended: | Degree:             |
|                      | College:        | Location:           |
|                      | Major(s):       | Minor:              |
| <b>Special</b>       | Dates Attended: | Degree:             |
|                      | College:        | Location:           |
|                      | Major(s):       | Minor:              |
|                      | Dates Attended: | Degree:             |

## TEACHING EXPERIENCE

| Name of School | Name and Address of School System | Position | From Month/Year | To Month/Year | Full/Part Time |
|----------------|-----------------------------------|----------|-----------------|---------------|----------------|
|                |                                   |          |                 |               |                |
|                |                                   |          |                 |               |                |
|                |                                   |          |                 |               |                |
|                |                                   |          |                 |               |                |
|                |                                   |          |                 |               |                |

| <b>REFERENCES</b>    |                        |                      |
|----------------------|------------------------|----------------------|
| <b>Name/Position</b> | <b>Mailing Address</b> | <b>Telephone No.</b> |
|                      |                        |                      |
|                      |                        |                      |
|                      |                        |                      |
|                      |                        |                      |
|                      |                        |                      |

| <b>PREPARATION FOR POSITION</b>   |
|---|
| <p>Indicate in the space below how your education and/or work experience serves to qualify you for the position for which you have applied. Completion of this section is required.</p> |
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| <b>PLEASE LIST SPECIAL TRAINING OR SKILLS (LANGUAGES, COMPUTER, EQUIPMENT OPERATION) THAT WOULD QUALIFY YOU FOR THE JOB FOR WHICH YOU ARE APPLYING:</b> |
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| <b>Please list the school activities in which you are interested and which you are qualified to coach or sponsor:</b> |
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|   |
|   |
|   |

**HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING MORAL TURPITUDE?  YES  NO  
IF "YES", GIVE THE DATE AND EXPLAIN THE NATURE OF EACH CONVICTION.**

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**HAVE YOU EVER FAILED TO BE RE-HIRED?  YES  NO IF "YES", PLEASE EXPLAIN.**

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**Have you ever had a teacher's certificate revoked, suspended or denied?  yes  no  
Have you ever voluntarily relinquished a teacher's certificate or license?  yes  no  
If "yes" name the state and/or issuing authority and give an explanation.**

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It is the official policy of the Franklin County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity. If you need reasonable accommodations in completing this application due to a disability as defined by the Americans with Disabilities Act of 1990, please contact the Superintendent's Office at 500 Coffee Avenue NE, Russellville, Alabama 35653.

**I HEREBY AFFIRM THAT THE INFORMATION PROVIDED ON THIS APPLICATION (AND ALL ACCOMPANYING ATTACHMENTS, IF ANY) IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENT OR MISREPRESENTATION OF FACTS IN THIS APPLICATION CONSTITUTES SUFFICIENT GROUNDS FOR CANCELLATION OF EMPLOYMENT OR REMOVAL FROM THE APPLICATION PROCESS.**

**I AUTHORIZE PERSONS, SCHOOLS, CURRENT AND PREVIOUS EMPLOYERS AND ORGANIZATIONS NAMES IN THIS APPLICATION TO PROVIDE FRANKLIN COUNTY SCHOOLS WITH ANY RELEVANT INFORMATION THAT MAY BE REQUIRED TO ARRIVE AT AN EMPLOYMENT DECISION.**

**SIGNATURE:**

**DATE:**

\*\*\* THIS EMPLOYER PARTICIPATES IN E-VERIFY \*\*\*