

For District Use Only
DATE _____
RENEWED _____
RENEWED _____

For District Use Only
Copy of Certificate _____
Copy of Transcript _____
Copy of NTE _____
Date of Interview _____
Employment Offered _____
Accepted _____ Rejected _____

APPLICATION FOR PROFESSIONAL EMPLOYMENT

LATTA SCHOOL DISTRICT
205 King St.
Latta, South Carolina 29565

THIS APPLICATION REMAINS ACTIVE FOR THE CURRENT SCHOOL YEAR ONLY. RENEWALS MUST BE MADE IN PERSON OR BY MAIL.

POSTION (GRADE/SUBJECT PREFERENCES) _____

_____/_____/_____
Last Name First Name Middle Name Social Security Number

Present Address _____ City _____ State _____ Zip _____

Permanent Address _____ City _____ State _____ Zip _____

Present Phone Number (_____) _____ Permanent Phone Number (_____) _____

Can you submit proof of U.S. Citizenship? _____ If no, explain _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic offense? _____

If yes, explain _____

Are you currently under contract? _____ If so, where and until when? _____

Why do you want to leave your current position? _____

Do you possess current professional certification as a teacher? _____ If yes, list the following:

Certificate number _____ Years experience _____ Date issued _____

Date of expiration _____ State in which certificate was issued _____

Degree on which certification was based _____ BA _____ BA+18 _____ MA _____ MA+30 _____ DR.

Subjects and Grade Levels Certified to Teach _____

EDUCATIONAL PREPARATION – High school and beyond (list chronologically)

Name of School	Location of School City State	Dates Attended From	To	Degree Earned	Major

PROFESSIONAL EXPERIENCE – List chronologically including student teaching

Name of School	Location of School City State	Dates Employed From	To	Grades	Subject(s)	Reason for Leaving

OTHER WORK EXPERIENCE – List chronologically (full-time only)

Dates Mon/Yr to Mon/Yr	Name of Organization	Location City	State	Kind of Work	Reason for Leaving

Are you active in the National Guard or Reserves? _____ Explain to what extent _____

Branch of Service _____ Dates: Month/Year to Month/Year _____

GENERAL – List any additional part-time or voluntary child-related work experience

List participation in organizations and office held

List any extracurricular activities, sports, clubs, or activities you would be interested in conducting

REFERENCES – Give the name and addresses of three persons competent to speak of you as a teacher. Include present principal, department chair, and district supervisor or practice teaching supervisor.

Name Position Institution Street City State Zip

Name	Position	Institution	Street	City	State	Zip

The following information needs to be available for consideration of candidacy.

For first year teachers only:

College transcripts: _____ copy attached _____ copy to be mailed immediately

For all candidates:

Teaching Certificate: _____ copy attached _____ copy to be mailed immediately

PERSONAL STATEMENTS

Use the space below for a personal statement in your handwriting, giving your estimation of your qualifications (strengths and weaknesses).

Use the space below to explain how employing you would benefit the Latta School District.

READ CAREFULLY BEFORE SIGNING

My signature below indicates that I have completed this application for employment accurately and truthfully. I understand that misrepresentation of factual information is cause for dismissal should the Latta School District employ me.

Signature _____ Date _____

Latta School District does not discriminate in the employment of staff based on sex, race, age, or handicapping conditions. The district complies with requirements of Title IX of the 1972 Education Amendment, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964 as well as other applicable civil rights laws.

This is optional information that we keep because of certain state and federal regulations. Hiring decisions will not be based on this information.

Date of Birth - _____ Sex _____ Race _____
 Month Day Year

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation the you believe would be appropriate.

******* Latta School District is an Equal Opportunity Employer *******