

MACON COUNTY SCHOOLS

1202 Old Murphy Road
Franklin, North Carolina 28734
Phone: (828) 524-3314 Fax: (828) 369-7240
www.macon.k12.nc.us

APPLICATION for PROFESSIONAL EMPLOYMENT

PERSONAL INFORMATION

Name _____
Preferred Title First Middle/Maiden Last Nickname

Permanent Address _____
Street City State Zip

Home Phone (____) _____ Cell Phone (____) _____ Email: _____

Temporary Address _____ From: _____ To: _____
Street City State Zip

Temporary Phone (____) _____ Other Phone (____) _____ Email: _____

Social Security Number: _____ - _____ - _____ New Applicant Former Applicant Former Employee

Position for which application is being made (be specific). Applicant must be licensed or eligible for license in each area of choice.
Examples: K-6, Art, 9-12 English, Exceptional Children, Social Worker, Principal, etc.)

First Choice: _____ Second Choice: _____

Third Choice: _____ Date Available for Employment: _____

Please state briefly your reason for wanting to teach in North Carolina:

Professional Licensure Information

North Carolina law requires that all teachers, principals and other professional school personnel hold a valid North Carolina license. It is your responsibility to obtain and maintain your license in a current status. Please note that individuals qualifying for a North Carolina license based on reciprocity with another state are required to meet North Carolina's NTE/Praxis II requirements.

Do you hold a North Carolina license? Yes No If yes ,please enclose a copy and complete the following information:

Date License Issued: _____ Date Effective: _____ Date Expires: _____

PROGRAM	LICENSURE AREA(S)	CLASS	EXPERIENCE
<i>Example: 01 (initial)</i>	<i>78400 (Grades 6-9 Social Studies)</i>	<i>A</i>	<i>1 year</i>

Subject (s) in which you expect to receive a North Carolina license (if you do not have one):

Other states in which you hold a valid teaching license/certificate.(Please send copy(s) :

MACON COUNTY SCHOOLS

WORK EXPERIENCE OTHER THAN TEACHING (List Chronologically)				
Employer	Location	Type of Work	Dates of Employment	Reason for Leaving

REFERENCES

Each applicant must provide the following information to be considered for employment in a school system in North Carolina:

- A. *The names of at least four reference sources. Include current employer if employed, or last employer if not currently employed. References from relatives or persons who can evaluate only your personality and character are not acceptable. References that have known you for at least four years and/or are substantially familiar with your education achievements and work history are preferred.*
- B. *Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and cooperating teacher(s) in the placement file and list names below.*

Name of Reference	Position	Complete Mailing Address	Telephone Number Work / Home	Email
1.				
2.				
3.				
4.				

May we contact your present employer? Yes No Not Applicable
 May we share your name/application with other school employers as they request referrals?

Additional Information

YES NO

Please check appropriate answer to each of the following questions:

- Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended or otherwise subject to disciplinary action?*
- Have you ever had a teaching license/certificate suspended or revoked?*
- Have you even been convicted of any violation of the law other than a minor traffic ticket?*
- Have you ever entered a plea of nolo contendere (no contest) to any charge against you?*
- Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation?*

If you answered "YES" to any of the questions above, then please explain on a separate page and include with this application. In accordance with State law, you are not required to disclose any arrest, charge, or conviction that has been expunged from the public record.

Driver's License Number _____ State _____ Class _____

MACON COUNTY SCHOOLS

Please use the space below to provide any additional information you would like to share about yourself. This information could be a short autobiography, additional information regarding your cultural and educational background, your preparation, experience, interests and hobbies, plans, recreational activities, travel, or community experiences with children. Please feel free to elaborate on information already given elsewhere in this application.

Applicant's Certification & Release of Liability

The undersigned applicant/employee hereby expressly authorized the Board of Education, its agents and its employees to make any investigations of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement or traffic records, which may include fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give the Board of Education, its agents or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its members, officers, agents or its employees, I hereby release the Board of Education to which this application is submitted and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. If employed, I further authorize this Board of Education or its agents to provide information about my employment in this school system to future employers or prospective employers. I authorize persons to whom an exact copy of this release is presented to rely on the copy as if it were a signed original.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I understand that I am not required to disclose any arrest, charge or conviction that has been expunged from the public record.

Date	Applicant Signature
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All North Carolina public school systems are equal opportunity employers and do not discriminate on the basis of race, color, religion, gender, age, disability or national origin.

To submit your application, please choose one of the following options:

- 1-Save the document on your computer, attach and submit via email to personnel@macon.k12.nc.us or
- 2-Print the document and send via mail to:

Personnel Department
Macon County Schools
1202 Old Murphy Road
Franklin, NC 28734