

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			
<p><i>Name</i> _____</p> <p style="text-align: center; font-size: small;">Preferred Title First Middle/Maiden Last Nickname</p>			
<p><i>Permanent Address</i> _____</p> <p style="text-align: center; font-size: small;">Street City State Zip</p>			
<p><i>Home Phone</i> (____) _____ <i>Cell Phone</i> (____) _____ <i>Email:</i> _____</p>			
<p><i>Temporary Address</i> _____ <i>From:</i> _____ <i>To:</i> _____</p> <p style="text-align: center; font-size: small;">Street City State Zip</p>			
<p><i>Temporary Phone</i> (____) _____ <i>Other Phone</i> (____) _____ <i>Email:</i> _____</p>			
<p><i>Social Security Number:</i> _____ - _____ - _____ <input type="checkbox"/> <i>New Applicant</i> <input type="checkbox"/> <i>Former Applicant</i> <input type="checkbox"/> <i>Former Employee</i></p>			
<p><i>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.)</i></p>			
<p><i>First Choice:</i> _____ <i>Second Choice:</i> _____</p>			
<p><i>Third Choice:</i> _____ <i>Date Available for Employment:</i> _____</p>			
<p><i>Please state briefly your reason for wanting to teach in North Carolina:</i></p>			
Professional Licensure Information			
<p><i>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 requirements.</i></p>			
<p><i>Do you hold a North Carolina license?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please enclose a copy and complete the following information:</i></p>			
<p><i>Date License Issued:</i> _____ <i>Date Effective:</i> _____ <i>Date Expires:</i> _____</p>			
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>
<p><i>Subject (s) in which you expect to receive a North Carolina license (if you do not have one):</i></p>			
<p><i>Other states in which you hold a valid teaching license/certificate. (Please send copy(s) :</i></p>			

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Educational Preparation					
Level of Education	Name of School or University	State	Dates Attended	Field of Study	Degree Awarded
High School					
College					
<i>**Please enclose copies of all college transcripts.</i>					
Have you completed North Carolina Effective Teacher Training? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, please attach a copy of verification.</i>					
EXAMINATION SCORES					
<i>Please complete the section below indicating which tests you have taken and enclose a copy of your score reports(s) for those you have taken:</i>					
_____		_____		Copy Enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____		_____		Copy Enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____		_____		Copy Enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
STUDENT TEACHING					
<i>If you completed student teaching within the last three years or are now student teaching, please supply the following information:</i>					
SCHOOL _____ Grade/Subject _____ Dates: From _____ To _____					
Address _____ Phone Number _____					
SUPERVISING TEACHER _____					
Home Address _____ Phone Number _____					
COLLEGE SUPERVISOR _____					
College/University Address _____ Phone Number _____					
Home Address _____ Phone Number _____					
Teaching Experience (List Chronologically all teaching experience. Do NOT include Substitute Teaching)					
Have you ever achieved tenure in a North Carolina School System? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, when and where?</i>					

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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 _____

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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