

Letcher County Public Schools

"The Learning Never Stops"

*224 Parks Street
Whitesburg, Kentucky 41858
PHONE: (606) 633-4455
FAX: (606) 633-4724*

Denise Yonts, Superintendent

Application For Certified Personnel

AN EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

Letcher County Public Schools

224 Park Street
Whitesburg, Kentucky 41858
(606) 633-4455
FAX: (606) 633-4724
Denise Yonts, Superintendent

INSTRUCTIONS FOR COMPLETION OF CERTIFIED APPLICATIONS

- ❖ Please make sure each section of your application is complete. Carefully, list all educational and work experience.
- ❖ The necessary items that need to be attached include copies of certificates or statement of eligibility, copies of transcripts, Restraint and Seclusion training certificate, and three acceptable references.
- ❖ When the completed application and copies of the necessary information are received in the office, the application will be considered complete and included in the screening process.

HIRING PROCESS FOR CERTIFIED PERSONNEL

- ❖ Applications shall be accepted via walk-in, recruitment, and advertisements. The Personnel Assistant shall verify Criteria for Consideration of Application and process for screening.
- ❖ Accepted applicants are scheduled for appropriate District Testing.
- ❖ Applicants are interviewed and evaluated by the District Screening Committee using a variety of processes to obtain a pool of highly qualified candidates.
- ❖ When a vacancy occurs - The Personnel Assistant shall prepare a list of all highly qualified candidates and transfer requests to be sent to the appropriate person. The highly qualified list is subject to approval by the Superintendent.
- ❖ **School level vacancies** – After consulting with the SBDM Council, the principal shall notify the Superintendent, in writing on the appropriate form, of the choice or the request of additional candidates.
- ❖ **District level vacancies** – The Superintendent reviews the list prepared by the Personnel Assistant and makes a selection.
- ❖ The Candidate is hired by the Superintendent.

AN EQUAL EDUCATIONAL AND EMPLOYMENT INSTITUTION

LETCHER COUNTY BOARD OF EDUCATION

224 Parks Street
Whitesburg, Kentucky 41858
(606) 633-4455
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APPLICATION FOR CERTIFIED

TEACHING / ADMINISTRATION POSITIONS

The Letcher County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs or activities as set for in Title IX, Title VI, Section 504 and The American with Disabilities Act of 1990.

PLEASE NOTE: For this type of employment, State Law requires a Criminal Record Check as a condition of employment. This record check shall be the responsibility of the applicant.

The Letcher County Board of Education is in no way obligated by the filing of this application, and its acceptance does not indicate any open positions.

This application will remain in active status for one (1) year and on file for two (2) additional years unless notified otherwise by the applicant.

All required information for consideration of an application MUST accompany this application.

The application will be considered as INCOMPLETE if all information is not included.

NAME _____ **DATE** _____

MAJOR _____

MINOR _____

POSITION(S) YOU ARE APPLYING FOR _____

GRADE OR SUBJECT (IF APPLICABLE) _____

INSTRUCTIONS AND INFORMATION NEEDED FOR CERTIFIED APPLICATION

Specific information is necessary to adequately evaluate an applicant's qualification. Please complete all items. Write NA if the item is not applicable. Applicants for teaching or administrative positions in the Letcher County Schools must file the following documents in the Personnel Office of the Letcher County Board of Education, 224 Parks Street, Whitesburg, KY 41858.

NECESSARY CRITERIA FOR CONSIDERATION OF AN APPLICATION:

- ❖ Valid Kentucky Certification / Statement of Eligibility.
- ❖ Record of most recent National Teachers Exam / Praxis scores.
- ❖ Official undergraduate and graduate transcript (s).
- ❖ Three completed references forms.
- ❖ Acceptable Criminal Records Check (cost is the responsibility of the applicant).
- ❖ Certified transcript of all college credits.

After all required documentation is received, he/she MAY be selected to proceed in the testing and interview process. If so, the applicant will be notified either by mail or telephone by the Letcher County Board of Education to arrange a personal interview date.

Prior to employment, each applicant shall pass a medical examination as indicated in 704 KAR 4:020 Section 1 (3). The physical examination shall include a blood, alcohol, and urine drug test. The examination shall be provided by the County Health Department or a physician designated by the Superintendent. Cost of the examination shall be borne by the Board of Education. However, if the applicant elects to be examined by a private physician, the cost of the examination will be borne by the applicant. The results of the test shall be released only to the Superintendent or his/her designee. Physical and drug testing forms will be given to applicant after the interview process.

A newly hired employee shall not report to work until the items listed above and the terms stated herein are in full compliance and in the possession of the Office of the Superintendent.

INDICATE POSITION DESIRED		
<input type="checkbox"/> Teacher	<input type="checkbox"/> Principal	<input type="checkbox"/> School Psychologist
<input type="checkbox"/> Substitute Teacher	<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Guidance Counselor
	<input type="checkbox"/> Supervisor / Director	<input type="checkbox"/> Other _____

Name _____
First Middle Last

Social Security Number _____ Birthdate _____

Present Address _____
Street

City State Zip Code

E-Mail Address: _____

Telephone: _____

Name of Spouse (optional) _____

Phone where you can always be reached: _____

Have you ever been employed by the Letcher County Board of Education? Yes No

EDUCATIONAL BACKGROUND

High School _____ Address (City, State) _____

Diploma (level) _____ Graduation Date _____

Undergraduate College or University _____ Address _____

Degree and Program Completed _____ Graduation Date _____

Rank 1 EDS or College or University _____ Address _____

Degree and Program Completed _____ Graduation Date _____

Doctorate College, Other Endorsement/Certification _____ Address _____

Degree/ Certification _____ Date of Completion _____

INDICATE ALL AREAS OF CURRENT CERTIFICATION

1. _____ 2. _____ 3. _____

INDICATE 1ST, 2ND, 3RD CHOICES OF TEACHING ASSIGNMENT

ELEMENTARY

- _____ Pre-School
- _____ Kindergarten
- _____ Grade 1
- _____ Grade 2
- _____ Grade 3
- _____ Grade 4
- _____ Grade 5
- _____ Grade 6
- _____ Library
- _____ Art - General
- _____ Music – General
- _____ Technology

MIDDLE

- _____ Life Science
- _____ Mathematics
- _____ World History
- _____ Language Arts
- _____ Reading
- _____ Earth Science
- _____ Physical Education
- _____ Music – General
- _____ Music – Instrumental
- _____ Home Economics
- _____ Art
- _____ Library
- _____ Technology

HIGH SCHOOL

- _____ Grade 9
- _____ Grade 10
- _____ Grade 11
- _____ Grade 12

SUBJECT AREA

Please list:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

SPECIAL EDUCATION

- _____ Communication Disorders
- _____ Emotional Handicaps
- _____ Hearing Impaired
- _____ Learning Disabilities
- _____ Mental Handicaps
- _____ Physical / Health Impairment _____ Visual Impairments
- _____ Multiple Handicaps

OTHER: Please list:

- 1 _____
- 2 _____
- 3 _____

TEACHING EXPERIENCE (List student teaching first and all other assignments.)

Total Number of Years _____

Name of School _____ County Location _____ Grades or Subject Taught _____ Dates Taught _____ Name of Principal _____ Phone _____

WORK EXPERIENCE OTHER THAN TEACHING (List in order of most recent experiences)

<u>Kind of Work</u>	<u>Firm or Institution</u>	<u>Address</u>	<u>Dates of Experience</u>

Have you ever been placed on disciplinary probation or been suspended from a college or university? Yes _____ No _____
If yes, please explain: _____

Have you ever been convicted for violation of any law, regulation, or ordinance? Yes _____ No _____
If yes, please explain: _____

Are you related to a Letcher County Board of Education Member or the Superintendent? Yes _____ No _____
Related to: _____
How related? _____

REFERENCES:

Give full name and complete address of each reference. In naming references, if you have had teaching experience, give supervisors, principals, and all superintendents who are familiar with your classroom work. You MUST include the full name of the instructor who supervised your student teaching course.

The judgment of a non-profession person in reference is usually valuable only from the standpoint of general character. IT WILL HELP IF YOU HAVE YOUR PLACEMENT PAPERS FORWARDED TO US. We need a copy of all transcripts.

My placement papers are being sent. Date Requested _____ My transcripts are being sent. Date Requested _____

<u>REFERENCES</u>				
<u>NAME</u>	<u>ADDRESS</u>	<u>CITY / STATE / ZIP</u>	<u>PHONE</u>	<u>POSITION</u>

If employed, are you willing to abide by the rules and regulations of the Letcher County Board of Education, including the Drug-Free Workplace Policy as they relate to the job for which you are to perform? Yes _____ No _____

I hereby affirm that the information given by me in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of this application, or discharge if I have been employed.

I hereby apply for employment with the Letcher County Public Schools and give the District permission to make inquiries of references and from employers concerning my general character and past performance, including permission to request information from any law enforcement agency. I further agree that the information obtained may become a part of my personnel file if I am employed by the District. I have read and understand the hiring process procedures for Certified Personnel for the Letcher County Board of Education. I shall provide copies of all the necessary documentation necessary for consideration of my application.

Signature of Applicant _____ Date _____

LETCHER COUNTY BOARD OF EDUCATION
224 Parks Street
Whitesburg, Kentucky 41858
(606) 633-4455
Fax: (606) 633-4724

CERTIFIED REFERENCE REQUEST

To: (This is the person to whom you are sending this form)

Name: _____ Title: _____

Address: _____

I hereby give you permission to complete and release this reference form to the Letcher County Public Schools. I agree that the information requested will become part of my personnel file as an applicant or employee of the Letcher County Board of Education, and I agree that the information will not be disclosed to me, but is to be treated as confidential by the Letcher County Board of Education. I waive my right to see this information. I further release and agree to hold harmless the Letcher County Board of Education and the person(s) and/or legal entities completing the reference form from any and all claims, demands, actions, and causes of actions which I might have resulting or to result from the furnishing of the information requested and/or provided.

Applicant's Signature _____ Date: _____

Applicant's Name (Please print) _____

Position(s) applied for: _____

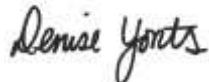
CONFIDENTIAL

Dear Sir or Madam, the above named person has filed an application for employment with the Letcher County Public Schools. In completing the application, the applicant has indicated that you may be able to help us in evaluating his/her potential as an employee.

Will you please assist us by completing the inquiry on the reverse side of this page and adding any comments you may care to make?

Your cooperation and promptness in returning this inquiry to us will be greatly appreciated.

Sincerely,



Denise Yonts, Superintendent
Letcher County Public Schools

TO THE APPLICANT: Please send a copy of this form to all references listed on your employment application. You should include a pre-addressed, stamped envelope to be mailed directly to:

Personnel Office
Letcher County Schools
224 Parks Street
Whitesburg, Kentucky 41858

OFFICIAL CONFIDENTIAL INFORMATION

Based on your experience, please rate the applicant as follows:

<i>Please indicate by checking</i>	Outstanding	Above Average	Average	Fair	Below Average	Unknown
Professional reliability and attitude						
Participation in school & community activities						
Maturity in social & intellectual areas						
Regularity of attendance						
Responsibility in areas of morality						
Supports school policies						
Acceptance of constructive supervision						
Cooperation with administration and faculty						
Concern for the individual child						
Success in teaching (known or projected)						
Capability in curriculum, materials, techniques						
Ability to control classes						
Enthusiastic and vivacious in teaching						
Personal appearance						
Health						
Use of English						
Punctuality						
Attitude towards work						

How long have you known applicant? _____ Would you recommend employment of the applicant as a teacher or administrator? Yes _____ Without reservation _____ With reservation _____ Cannot recommend _____ Explain: _____

Would you want this person to work with ***your child*** in an educational setting? Yes _____ No _____

Information given above is based on (*check items which apply*):

Personal acquaintance with applicant _____ Worked under my supervision _____

Student in my classes at school _____ A co-worker _____ Student teacher under my supervision _____

REMARKS: _____

 Firm or School

 Signature

 Address

 Position/Title

 City State Zip

 Phone

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Applicant's Signature _____ Date: _____

Applicant's Name (Please print) _____

Position(s) applied for: _____

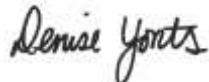
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Maturity in social & intellectual areas						
Regularity of attendance						
Responsibility in areas of morality						
Supports school policies						
Acceptance of constructive supervision						
Cooperation with administration and faculty						
Concern for the individual child						
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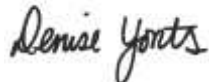
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REMARKS: _____

 Firm or School

 Signature

 Address

 Position/Title

 City State Zip

 Phone

*******MANDATORY*******

**RESTRAINT AND SECLUSION
“PROMOTING POSITIVE BEHAVIOR”**

Restraint and Seclusion Training is mandatory for all employees of the Letcher County Board of Education that are in contact with students.

Access the following website, register and complete the course “

www.ket.pbslearningmedia.org

In search area type:

“Positive Behavior in Schools II Districtwide Implementation”



This is the video you look for.

Once you have completed the course, print your certificate and submit it to Bridget Begley, Personnel Department at the Central Office.

CAN CHECK INSTRUCTIONS

- Open your browser and enter the following URL <https://ssointernal.chfs.ky.gov>
- Select **Citizen or Business Partner** and Select **Sign In**.
- Create Account if you don't have one.
- Sign In
- Select "C" from the alphabet list and select **CAN Payment and Verification (Child Abuse and Neglect)** from the application list and click **Launch**.
- The CAN Check Home screen will be displayed.
- Select **DPP-156** for Central Registry Checks from the **Form** dropdown tab.
- Check **Public School Employee, Student Teacher, Contractor, School-Based Decision-Making Council Member (Required by KRS 160.380)**
- Sections of the selected form annotated with a red * are mandatory fields.
- Note: Hire date is required; put the date you are entering your information.
- A proof of ID (driver's license, birth certificate, or Social Security card or passport) photograph must be attached to each request.
- To Save the current request to your dashboard prior to payment select Save.
- Once submitted, you will be presented with a payment screen.
- You must **Pay by Credit/Debit Card**. Enter information.
- Then select **Proceed to E-Sign**.
- Confirm your electronic signature and select **Sign and Pay**.
- Select **Pay Now** if all the details are correct to finalize payment.
- An E-Mail will be sent to the address on file providing the Case Number upon successful submission.
- The **My Dashboard** of the Requestor dashboard displays In Process. Completed and Cancelled CAN Check requests.
- Select **View** to see CAN Check in Submitted or In Process Status.
- Select **Result** to see the result of CAN Check(s) in Completed or Cancelled Status.
- Select **Print** to print the CAN Check.
- An E-mail will be sent to the address on file upon CAN Check request completion or cancellation stating that results are available for review.

ADMINISTRATIVE FORM – E

MVR RELEASE AUTHORIZATION

TRANSPORTATION DEPARTMENT

I, _____, DO HEREBY AUTHORIZE THE
DIVISION OF DRIVER LICENSING TO RELEASE A FIVE (5) YEAR COPY OF
MY DRIVING RECORD TO THE

LETCHER COUNTY BOARD OF EDUCATION
224 PARKS STREET
WHITESBURG, KENTUCKY 41858

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

SIGNATURE

DATE

SUBSCRIBED IN MY PRESENCE AND SWORN UNTO ME THIS

_____ DAY OF _____, _____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

BUS DRIVERS ONLY