

# Letcher County Public Schools



Learners Today, Leaders Tomorrow!

## **Application for Certified Personnel**

Denise Yonts,  
Superintendent 224 Parks  
Street  
Whitesburg, KY 41858  
Phone: 606-633-4455  
Fax: 606-633-4724

**An Equal Educational and Employment Institution**

# **Letcher County Public Schools**

Denise Yonts, Superintendent 224 Parks Street  
Whitesburg, KY 41858  
Phone: 606-633-455  
Fax: 606-633-4724

## **Instructions for Completion of Certified Application**

- ✓ Please make sure each section of your application is complete. Carefully, list all educational and work experience.
- ✓ Make sure you list three references and have three reference forms completed and sent to the Letcher County Schools.
- ✓ The necessary items that need to be attached include copies of certificates or statement of eligibility, copies of transcripts, and restraint and seclusion training certificate.
- ✓ When the completed application and copies of the necessary information are received in the office, the application will be considered completed 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 interviewing.
- ✓ Accepted applicants are scheduled for appropriate district training.
- ✓ Applicants are interviewed and evaluated by 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 SBDM Council, the principal shall notify the superintendent, in writing on the appropriate form, of the choice or the request for 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.

## **Application for Certified Teaching/Administration Positions**

The Letcher County Board of Education does not discriminate based on race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs or activities as set forth 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 stated 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.

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Position(s) applying for \_\_\_\_\_

Grade/Subject (if applicable) \_\_\_\_\_

### **Information Needed for Certified Application**

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



## **Educational Background**

High School \_\_\_\_\_

Address \_\_\_\_\_

Diploma \_\_\_\_\_ Date of Completion \_\_\_\_\_

Undergraduate College/University \_\_\_\_\_

Address \_\_\_\_\_

Degree/Program Completed \_\_\_\_\_ Date of Completion \_\_\_\_\_

Rank I, Ed.S, or College/University \_\_\_\_\_

Address \_\_\_\_\_

Degree/Program Completed \_\_\_\_\_ Date of Completion \_\_\_\_\_

Doctorate College, Other Endorsement/Certification \_\_\_\_\_

Address \_\_\_\_\_

Degree/Certification \_\_\_\_\_ Date of Completion \_\_\_\_\_

## **Certification**

Indicate Areas of Current Certification or Statement of Eligibility

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Indicate Choices of Teaching/Admin/Certified Assignments

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## Teaching Experience

Name of School	Location	Grades/Subject	Date	Name of Principal

## Work Experience

Position	Company	Address	Date

Have you ever been placed on disciplinary probation or been suspended from 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 \_\_\_\_\_ Relation \_\_\_\_\_

## References

Name	Position	Work Address	Phone

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 of 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.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# Letcher County Public Schools

Denise Yonts, Superintendent  
224 Parks Street  
Whitesburg, KY 41858  
Phone: 606-633-455  
Fax: 606-633-4724

Reference Name \_\_\_\_\_ Title \_\_\_\_\_

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 and the person(s) and/or legal entities completing the reference form from any and all claims, demands, actions, or causes of actions which I might have resulting or to result from the furnishing of the information requested and/or provided.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

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*

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 Central Office, email, or the reference can drop it off in the office.



## Official Confidential Information

Based on your experience, please rate the applicant as follows

Please indicate by checking	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						
Follows rules						
Personal appearance						
Health						
Use of English						
Punctuality						
Attitude toward work						

How long have you known the applicant? \_\_\_\_\_ Would you recommend employment of the applicant? 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 \_\_\_\_\_ A co-worker \_\_\_\_\_

Remarks:

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\_\_\_\_\_  
 Firm or School

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Position/Title

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Phone

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\_\_\_\_\_  
 Firm or School

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Position/Title

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Phone

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 Firm or School

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Position/Title

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Phone