



Union County School District
 P.O. Box 907 • Union, South Carolina 29379
PERSONNEL DEPARTMENT
 864-429-1740
 www.union.k12.sc.us

Office Use Only	
<input type="checkbox"/>	Certified Out State
<input type="checkbox"/>	Needs SC Cert
<input type="checkbox"/>	3 Ref
<input type="checkbox"/>	2 Ref
<input type="checkbox"/>	1 Ref
<input type="checkbox"/>	Undergrad Trans
<input type="checkbox"/>	Grad Trans
<input type="checkbox"/>	NTE/ PRAXIS II
<input type="checkbox"/>	Complete

Teacher Application

This application will not be considered complete until **three references and all college transcripts** are received. It will be retained in the active files for one year. A written request must be submitted **annually** to keep the application active.

SECTION I PERSONAL INFORMATION

Name (Last)				(First)				(Middle)				(Maiden)			
Social Security Number				(Name at birth)				(Any former names used)							
Present Address															
(City)				(State)				(Zip Code)							
E-Mail Address: (Address where you can be contacted concerning employment information)															
Permanent Address (If not same as above)															
(City)				(State)				(Zip Code)							
Telephone ()								Alternate Telephone ()							

SECTION II POSITION DESIRED

Preferred Assignment (specify grade levels and subjects): 1 st choice _____ _____ 2 nd choice _____ _____ 3 rd choice _____ _____	Special Education Preferred Area(s):
	Vocational Preferred Area(s):
	Other:
If you also wish to be considered for a coaching assignment, list sports in order of preference. Attach an athletic resume that includes your experiences and records in preferred sports. _____ _____	
What student activities are you willing to sponsor? _____ _____	
What proficiencies do you have in computer technology? _____ _____	

SECTION III

CERTIFICATION INFORMATION

Do you presently hold a **valid** S.C. credential? yes () no () no, but have applied ()

Type of credential: Professional _____ Other: Please Specify: _____

Credential Number _____ Expiration Date _____

Are you applying to be certified through the S.C. Critical Needs Program? Yes ___ No ___ If yes, do you have a letter of eligibility? Yes ___ No ___

Indicate areas you anticipate receiving S.C. certification in: (a.) _____

(b.) _____ (c.) _____ (d.) _____

Do you presently hold a **valid** credential from another state? yes () no ()

If yes, indicate state _____ and areas of certification: (a.) _____

(b.) _____ (c.) _____ (d.) _____

Have you ever been granted a Permit in South Carolina? yes () no () If Yes, what areas? _____

The National Teacher Examination (NTE)/PRAXIS Series Tests are required for all applicants including those from states with reciprocity agreements.

Have you taken the **NTE (required through 06/30/99)**? yes () no () If yes, when? _____

Professional Knowledge score _____ Area score _____ If not, when do you plan to take it? _____

Have you taken the **PRAXIS (required 07/01/99)**? yes () no () Principals of Learning and Teaching test scores _____

PRAXIS II Subject Assessment scores _____ S.C. Trade Exam? yes () no () If no, when do you plan to take it? _____

If you have never been issued a S.C. license, please attach a copy of your NTE/PRAXIS scores. NTE/PRAXIS scores may be requested from:
NTE/The PRAXIS Series; ETS, P.O. Box 6051, Princeton, NJ 08541-6051

NOTE: PLEASE SUBMIT A COPY OF YOUR TEACHING CREDENTIAL, YOUR NTE/PRAXIS II REPORT, AND YOUR SOCIAL SECURITY CARD.

SECTION IV

EDUCATIONAL AND PROFESSIONAL TRAINING

Dates		Name and Location of College or University (Graduate and undergraduate - beginning with most recent college experience)	Degree Received	Major	Minor
From	To				

A transcript of all college courses is required and should be sent directly to the Personnel Department.

SECTION V**STUDENT TEACHING**

(If completed within the last three years)

Dates From To		Grades or Subjects	Name, Addresses, and Telephone Numbers of Supervising Teachers	Names, Addresses, and Telephone Numbers of Schools

SECTION VI**EMPLOYMENT RECORD**

(Teaching experience only--beginning with most recent)

Dates From To		Grades or Subjects Taught	Name, Addresses, and Telephone Numbers of Schools	Reason for Leaving

Total Years of Teaching Experience _____ Total Years of Teaching Experience in S.C. _____

If you have vocational experience, how many years in the trade area do you have? _____

SECTION VII**EMPLOYMENT RECORD**

(Other than teaching and including part time--beginning with most recent employment experiences)

Dates From To		Position	Name and Address of Employer	Reason for Leaving

SECTION VIII

REFERENCES

Name and Position	Complete Address	Telephone Number (including area code)

(Three of the above must submit reference forms before the application can be considered complete.)

SECTION IX

PERSONAL AND PROFESSIONAL INFORMATION

- Are you presently under contract? Yes No Expiration Date _____
Where? _____
- Have you ever been evaluated using ADEPT (SC's Teacher Evaluation Model) Yes No
Most recent contract held: Induction Contract; Provisional; Annual 1 Contract;
 Annual 2 Contract; Continuing Contract Temporary
- Have you ever been involuntarily terminated or not had your contract renewed? Have you ever resigned from any employment in lieu of being terminated from any employment? Yes No If yes, explain (please use an additional page if necessary): _____
- Have you ever been convicted by federal, state, or other law enforcement authorities or pleaded nolo contendere (no contest) for violation of any federal law, state law, county or municipal law, regulation, or ordinance, including fraudulent checks? (Do not include any offense or minor traffic violations for which a fine of \$30 or less was imposed.)
If yes, please explain (please use an additional page if necessary): _____

My signature below certifies that I understand that **any misrepresentation or omission of facts** on the application or during the employment process is **cause for forfeiture** of employment consideration or **termination**, if employed. I herewith authorize the School District to request and receive confidential release of documentary materials relating to me, regardless of physical form or characteristics, prepared, owned, used, in the possession of, or retained by: (1) educational institutions I have attended, (2) previous employers of mine, and (3) city, county, state, and federal law enforcement authorities.

I understand that a school district seeking to employ me will request a criminal history from the South Carolina Law Enforcement Division for past criminal convictions. Any offer of employment will be subject to receipt of a criminal history report reflecting no reasons for not extending such an offer.

_____ Date _____ Signature _____ Please print name _____

NOTE: This application may be discarded after one year from the date of receipt unless you request its reactivation in writing. School Districts in S.C. are Equal Opportunity Employers and do not discriminate on the basis of age, gender, race, religion, handicapping conditions, or national origin in employment. This is in compliance with Title VI, Title VII, Title IX, Section 504, Americans with Disabilities Act (ADA), and all other applicable Civil Rights Laws.

UNION COUNTY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

Union County School District
Union, South Carolina

EMPLOYMENT PROCEDURES FOR TEACHERS

EMPLOYMENT PROCESS

1. The applicant must submit an application, including official transcripts, references, Praxis scores, and a copy of your teaching certificate to the Office of Personnel.
2. Principals, other district employees with specific technical knowledge, and the Assistant Superintendent of Personnel review the applications.
3. Personal interviews are conducted with selected applicants by principals, other district administrators, and the Assistant Superintendent for Personnel.
4. A recommendation for employment is made by the principal.
5. The recommendation is approved by the Assistant Superintendent for Personnel.
6. A tentative contract is issued to the recommended teacher.
7. The Board of Trustees formally elects the recommended teacher.
8. The contract is confirmed.

APPLICATION

The applicant must complete all information requested on the application form before it is submitted.

A recent college graduate with no teaching experience who is listed with a college placement office shall request that a copy of the official transcript, Praxis scores and references be forwarded to the Office of Personnel. References must include the student teaching reference and at least two other references. The heads of departments, college supervisors, or former employers should be used for references, rather than personal acquaintances. The application will remain in the inactive file until all of the above information is received.

An experienced teacher shall submit a copy of an official transcript of graduate and undergraduate courses and at least three work references. Included in these shall be a reference from the principal and/or superintendent of the district of the most recent employment. A copy of a valid teaching credential should also be sent. After all information has been received, the application will be placed in the active files.

To assure that each applicant receives a fair and impartial evaluation of his/her application, screening committees comprised of principals and administrators will review all applications in an effort to identify the most qualified and competent teachers.

Applicants will be notified if it is determined that a personal interview is needed. Please do not contact principals unless requested to do so. An application will remain in the active files for a period of one year. A written request to maintain the application will be accepted on a year-to-year basis.

DIRECTIONS: Complete the following in your own handwriting and submit it with your application. Use additional paper if needed.

(1) Describe briefly the skills you possess which significantly contribute to your ability as a classroom teacher.

(2) Describe briefly why you would like to work in Union County Schools.

Date

Signature of Applicant

Union County School District
Union, South Carolina

MEMORANDUM

TO: Teacher Applicant
FROM: Office of Personnel

SUBJECT: References

If you are an inexperienced teacher, please submit as references the supervising teacher under whom you taught and your college supervisor or department head in your area of certification. The third reference should be either the principal of the school where you did your student teaching or a reference from another employment experience. If you are an experienced teacher, please include as references the principal and/or superintendent of the district of your most recent employment.

To assist the person who is submitting a reference for you, please complete the top portion of the reference form and sign the Waiver of Access agreement. It is recommended that you provide a stamped envelope, addressed to Union County Schools, to the person from whom you are requesting a reference.

It will be necessary for you to provide us with at least three references before your application is placed in the active files. If you are interested in sending additional references, please contact the Office of Personnel and we will provide the necessary forms.

