
LEE COUNTY SCHOOL DISTRICT
PO BOX 668
242 LEE AVENUE
BEATTYVILLE KY 41311
606-464-5000 (Phone)
606-464-5009 (Fax)
www.lee.kyschools.us

Thank you for your interest in a certified position with the Lee County School District. Upon completion and submission, your application will remain on file for three years. As openings occur, active files will be reviewed, applicants screened, and interviews will be scheduled.

In order to be considered for a position, please complete and submit the following items:

- *An Application for Certified Employment*
- Resume
- Copy of Kentucky teaching certificate or Statement of Eligibility
- Proof of education (transcript)
- Three (3) letters of recommendation

As a condition of employment, the successful applicant will need to furnish the following:

- Physical Examination *Policy 03.111*
- Criminal Record Background Check *Policy 03.11, 03.21*
- Abuse/Neglect Check from the Cabinet for Health and Family Services *Policy 03.11, 03.21*
- Official Transcript *Procedure 03.121 AP.22*
- Pre-Employment Drug Screening (and Random Testing) *Policy 03.13251*
- Completed SSA-1945 *Procedure 03.121 AP.22*
- Completed W-4 forms and I-9 forms
- Copies of driver's license and social security card
- Other documents as required by Finance/Payroll

Per **KRS 160.380 (9)(c)**, the successful applicant must also furnish the following:

- List of states of residency, including the dates of residency
- Picture Identification

Students, their families, district employees, potential employees, and the Lee County community are notified the Lee County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, vocational programs, services, or activities. The Board of Education of Lee County hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability. Different treatment of students based on race is prohibited by Title IV. Different treatment of students based on gender is prohibited by Title IX.

APPLICATION FOR CERTIFIED EMPLOYMENT

DATE _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle/Maiden)

ADDRESS _____
(Street/P.O. Box) (City/State/Zip)

E-MAIL ADDRESS _____

PHONE # _____ CELL PHONE # _____

SOC. SEC. # _____ DATE OF BIRTH _____

POSITION(S) FOR WHICH APPLICATION IS MADE

Position	Grade Level/Content
___ Administrative: _____	_____
___ Guidance Counselor	_____
___ Media Specialist	_____
___ Elementary Teacher (K – 5)	_____
___ Middle Grades Teacher (6 – 8)	_____
___ Secondary Teacher (9 – 12)	_____
___ Other: _____	_____

Kentucky Certification: _____ Content Area: _____

Certificate Type: ___ Provisional ___ Standard ___ Statement of Eligibility ___ Endorsement

Effective Date: _____ Expiration Date: _____ Rank: _____

Current Employment Position: _____

Are you under contract for next year? YES / NO

Are you a relative of a current school board member? YES / NO

If YES, your relationship: _____
(father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-laws)

Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of No Contest, even if adjudication was withheld, in Kentucky or any other state? YES / NO

EDUCATIONAL DATA

	Name of School	Degree (Major/Minor)	Date Awarded
High School			
College			
College			
Graduate			
Other			

STUDENT TEACHING (If within the last five years)

SCHOOL _____ DATE _____

ADDRESS _____ PHONE _____

SUBJECT _____ SUPERVISING TEACHER _____

TEACHING EXPERIENCE

School	Address	Grade/Subject	Date	
			From Mth/Yr	To Mth/Yr
Total Years Experience				

SUBSTITUTE TEACHING EXPERIENCE

School	Address	Grade/Subject	Date	
			From Mth/Yr	To Mth/Yr

REFERENCES

Name	Type	Position	Address	Phone
	Professional			
	Professional			
	Character			
	Personal			

OTHER PROFESSIONAL DATA

What unique qualities do you possess as an educator that makes you an excellent candidate for employment?

Experience with children and youth other than as teacher?

Hobbies and special interests?

College activities and/or honors? (for applicants recently out of school)

Indicate any of the following activities with which you have experience or which you can direct successfully:

____ Academics	____ Basketball (Boys)	____ Chess	____ Tennis
____ Archery	____ Basketball (Girls)	____ Cross Country	____ Track
____ Band	____ Bowling	____ Golf	____ Volleyball
____ Baseball	____ Cheerleading	____ Softball	

In which of the above were you a participant?

WORK EXPERIENCE OTHER THAN TEACHING (Begin with most recent)

Position	Organization	Address	Supervisor	Date	
				From Mth/Yr	To Mth/Yr

SIGNATURE OF APPLICANT

I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I further authorize you to obtain additional information through personal interviews or written communication with my personal and employment acquaintances.

I understand that my filling out this application does not imply any promise of employment with the Lee County School District. I further understand that, if employed, I would be required to abide by all rules and regulations of the employer.

I authorize the Lee County School District to investigate my previous employment and to make such other investigations as may be deemed necessary. I release the Lee County School District and my current and previous employers from all liability resulting from such information.

Per KRS 160.380 (9)(a):

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT."

Per KRS 160.380 (9)(c):

Identify the states of residency, including dates of residency:

States of Residency	Dates of Residency

SIGNATURE _____

DATE _____

RETURN APPLICATION AND REQUIRED INFORMATION TO:

Office of the Superintendent
Lee County Board of Education
PO Box 668
242 Lee Avenue
Beattyville, KY 41311
(606) 464-5000 (phone)
(606) 464-5009 (fax)